



Comp and Paid Overtime

We have changed the way you can request, approve, and use paid overtime and compensatory time off (comp time). We have increased the amount of comp time you can accrue and extended time for using it.

Under what circumstances may I earn paid overtime and/or comp time?

You may earn it for an equal amount of irregular or occasional overtime work. Also, your supervisor may adjust your work schedule for religious observances that require you to abstain from work at certain times of the workday or workweek.

What are the new limits for earning and using comp time?

The amount you may earn has increased from 80 hours to 160 hours at the end of a pay period. You need to use comp time by the end of the leave year following the leave year in which you earned it. For example, if you earned 110 hours in leave year 2003, you have until the end of leave year 2004 to use all 110 hours.

Can I use annual leave before comp time?

You need to use comp time before annual leave, as long as this does not result in the loss of accumulated annual leave. If comp time's use would cause you to forfeit annual leave, then you may use annual leave.

How do I request comp time off?

Prior to the date comp time is desired, the employee completes the form on the next page with all items except the actual hours of work and certification and gives it to his or her supervisor.

The supervisor signs the form in the authorization section and gives it back to the employee.

After completing the work, the employee gives the form back to the supervisor, who signs it in the work-completed section, and places it with the employee's time and attendance records.

What happens to my comp time if I transfer to another agency or separate from the OIG; will I be paid for it?

Employees not exempt from the Fair Labor standards Act (FLSA): You will receive pay for comp time not used prior to transfer or separation from the OIG, or at its expiration, at the overtime rate at which you earned it.

Employees exempt from FLSA: You will not receive pay comp time upon transfer, separation, or at its expiration. It gets forfeited.

How do I know if I am exempt or not exempt from FLSA?

The cover sheet of your position description and item #35 on your SF-50, Notification of Personnel Action, indicate your FLSA status.

If I have a question about this policy, whom can I contact?

Please send an email to OIG-OM@oig.treas.gov or call the Office of Management at (202) 927-5200.

Note: The form on the next page is not currently available in an electronic form version.

AUTHORIZATION FOR OVERTIME/HOLIDAY WORK

INSTRUCTIONS: The date overtime/holiday work is authorized MUST precede or be same as that on which work is to be performed. The date of certification MUST be the last day on which the overtime/holiday work was performed or later.

Name of Employee	Social Security No.	Office/Activity	Pay Period No. _____
Grade/Step	(1) FLSA Status: <input type="checkbox"/> EXEMPT <input type="checkbox"/> NONEXEMPT		

AUTHORIZATION

The above named employee is authorized to perform overtime/holiday work for the following activities on the date(s) and for the number of hours specified below.

Title (<i>Authorizing Official</i>)	Signature (<i>Authorizing Official</i>)		Date (<i>Authorized</i>)	
Office/Activity <i>(where work is to be performed)</i>	Date(s)	HOURS OF WORK		REMARKS
		Estimated	Actual	
		Total Hours Actually Worked →		

CERTIFICATION

I certify that overtime/holiday work as recorded above was performed and is to be compensated by (circle one) Overtime Pay (holiday work must be paid). Compensatory time (total compensatory time accumulation cannot exceed 80 hours).

Title (<i>Supervisor</i>)	Signature (<i>Supervisor</i>)	Date (<i>Certified</i>)
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(1) FLSA STATUS - Generally, non-exempt employees must be paid overtime unless the employee requests, in writing, compensatory time in lieu of overtime.

PRIVACY ACT INFORMATION

The information on this form is covered by the Privacy Act of 1974 (5 U.S.C. 552a). AUTHORITY: Authority for collection of this information is derived from 5 U.S.C. 301. PURPOSE: This information is collected for accounting and records maintenance purposes. ROUTINE USES: This information is used in the preparation of employees earnings statements and leave and time-in-grade records. It is also used in the preparation of reports for the Office of Personnel Management and other government agencies. For a more detailed explanation of routine uses, see Treasury/DO .002, 53 Federal Register 6255 (3/1/88). EFFECT OF FAILURE TO PROVIDE INFORMATION: Refusal by an employee to supply the information necessary for completion of this form could result in delay, denial, or suspension of any benefits sought. DISCLOSURE OF SOCIAL SECURITY NUMBER: Disclosure of your social security number (SSN) is mandatory to obtain the services, benefits or processes that you are seeking. Solicitation of the SSN by the United States Office of Personnel Management is authorized under provisions of Executive Order 9397, dated November 22, 1943. The SSN is used as an identifier throughout your Federal career. It will be used primarily to identify your records that you file with the Office of Personnel Management or agencies. The SSN also will be used by the Office of Personnel Management and other Federal agencies in connection with lawful requests for information about you from your former employers, educational institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of system of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters. The use of the SSN is made necessary because of the large number of present and former Federal employees and applicants who have identical names and birth dates, and whose identities can only be distinguished by the SSN.