

**COMMISSION ON LEGAL COUNSEL FOR INDIGENTS**  
**Agreement for Non-exempt Employee to Take Compensatory Time in lieu of Overtime**

Non-exempt employees must be paid time and one-half their regular rate of pay for all hours worked in excess of 40 in a workweek. However, compensatory time may be used in lieu of overtime compensation and will be at a rate of one and one-half hours for each hour of employment for which overtime pay would normally be required. There must be an agreement or understanding between the employee and the Commission, prior to the performance of the work for which compensatory time is sought, to substitute compensatory time off for overtime pay.

I, \_\_\_\_\_, do hereby request that I be given  
(printed name of employee)  
compensatory time in lieu of overtime for any hours I work for the Commission or its Public Defender offices.

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Signature of supervisor