

**University of Maryland, Baltimore
Agreement for Non-Exempt Employees**

Earning Compensatory Leave in Lieu of Cash Overtime Payments

1. Non-exempt employees of the University of Maryland must be paid for overtime at the rate of time and one-half for hours in excess of 40 in any workweek; however, when offered, the employee may choose to earn compensatory leave in the same manner as cash overtime by the employee.
2. Time worked beyond 40 hours in any workweek must be approved in advance by the unit/department head or designee.
3. Compensatory leave may not exceed a maximum accumulation of 30 workdays **(240 hours)**.
4. Overtime worked beyond 30 workdays must be compensated for by cash payment.
5. Unused accumulated compensatory leave must be paid out to the employee at the time of transfer to a different school/department, acceptance of an exempt position, or separation from employment.

In consideration of being allowed to earn compensatory leave in the same manner as cash overtime (time and one-half for each hour in excess of 40 in a workweek) I hereby waive my right to overtime pay for any overtime worked. I further understand that, **under this agreement**, I may not convert compensatory time to cash except as described in item 5 above.

Pay period(s) covered: _____ **to** _____

Employee Name (Print)

Signature

Date

Department Head/Designee (Print)

Signature

Date

Department Name

Phone Extension

