

SUBPART H – EXHIBITS
Exhibit 1

ME415.100 Compensatory Time Form

REQUEST TO WORK OVERTIME AND EARN COMPENSATORY TIME IN LIEU OF
OVERTIME PAY

I request that I be authorized to work overtime and that I be granted compensatory time off from duty, hour for hour, in lieu of overtime pay, for the irregular or occasional overtime work that I will perform while attending or doing the following as an NRCS employee:

NAME OF MEETING/FUNCTION: _____

Location: _____

Sponsor: _____

Purpose of Attendance: _____

OR DOING THE FOLLOWING:

___ Completing work required to meet deadlines: _____

___ Other (specify): _____

DATE(S) OF MEETING/FUNCTION/TASK: _____

NUMBER OF HOURS REQUESTED _____

(Employee's Signature) (Date)

Action

Concurrence by Supervisor: _____ / /

___ Approved By: _____ / /

___ Not Approved

Comments: _____

(under part 415.18 limited authority contained in 360 – GM, Amend. ME-11, July 2001)

(360-GM, Amend. ME-11, July 2001)

ME415-30(1)