



Fair Labor Standards Act (FLSA) requires that non-exempt employees be compensated for hours worked in excess of 40 during a workweek. (Work Week for KDADS is 12:01 am Sunday through 12:00 midnight the following Saturday.)

Only employees whose positions have been determined to be non-exempt under FLSA shall be compensated for overtime. A non-exempt employee shall obtain prior supervisory approval daily any time worked in excess of their scheduled time.

Overtime hours shall not be worked and are not authorized without prior supervisory approval. Requesting overtime does not mean that it will always be approved. When overtime hours are approved, KDADS compensates at the rate of one and one-half hour for each hour.

- Employees shall be paid overtime for hours actually worked in excess of 40 hours in an administrative/standard work week. Leave hours shall be adjusted when taking leave puts them in excess of 40 hours.
- Employees may, with approval of the Appointing Authority, elect to accrue compensatory time in lieu of pay.

*Reference: Fair Labor Standards Act of 1938, 29 U.S.C.A § 201 et seq.; K.S.A. 75-2935b; K.A.R. 1-5-24; K.A.R. 1-9-1; K.A.R. 1-9-2; K.A.R. 1-9-4; K.A.R. 1-9-5; K.A.R. 1-9-13; Policy 10.2 Standard Work Week.*