

Request for Leave/Comp-Time/Overtime Compensation

Employee Name: _____ Date of Requests: _____

Leave Request:

Date(s) requested for leave: _____

Explanation for leave request (ie. Vacation, Personal, Illness, etc):

Please note that our office standards suggest that paid leave days should be requested in writing at least 30 days prior to the requested leave. Leave will be denied unless adequate coverage for your work area can be provided.

Currently MOPS does not offer leave to cover time missed due to illness, doctor's appointments, or items of a personal nature. You will not be paid for this time unless permission is given by your immediate supervisor and arrangements are made to make up this time or deduct this time from your accrued paid leave time.

I would like to make up this time on (date and time): _____

I would like to be paid for this time by deducting it from my accrued Paid Leave Time.

I do not wish to make up this time

Comp-Time Accrual/Overtime Compensation

MOPS does not offer clinical staff or support staff overtime except in extenuating circumstances. All staff are expected to create a flexible schedule that allows for coverage of their duties within a 40 hour work week. Generally speaking, clinical staff are compensated at various levels depending on the type of work that they are completing. It is the clinicians responsibility to manage their case loads so that they are able to complete all of the clinical work and paperwork within a 40 hour work week. Clinical staff are able to include on their time sheets all premium service hours (P1 -P5) but under no circumstance should a clinician work more than 40 hours premium service hours per week. If the premium service hours are less than 40 hours for a given week, you may include base hours to the time sheet to bring your total hours for a week up to 40 hours (providing your are entitled to claim the base hours). Under unusual circumstances, supervisory staff may ask you to perform duties beyond your regular assignments (respond to crisis, provide coverage for other workers, etc.) that results in your working additional hours beyond your usual/expected workweek. In these unusual circumstances, you may request "Comp -Time/Overtime Compensation" that will allow you to carry these additional hours over to future pay periods as "Paid Leave" at a rate of 1.5 times the hours worked or to be paid overtime compensation at a rate of 1.5 times the hours worked. Staff should alert their immediate supervisor if they are going to incur the need to work over 40 hours in advance of working the time whenever possible. Supervisory Staff reserve the right to deny hours worked over 40 if other staff were available to provide coverage without incurring overtime.

I would like to receive "Comp Time/Overtime Compensation" for work performed on (date, time, and amount of time requested to carry over): _____

Reason for working over: _____

Request for leave approved	Request for leave NOT approved
Request to make up time approved	Request to make up time NOT approved
Request to use paid leave time approved	Request to use paid leave time NOT approved
Request for comp -time/overtime approved	Request for comp -time/overtime NOT approved

Employee Signature

Date

Administrative Supervisor

Date

Executive Director Signature

Date