

City of Kenosha
Overtime Change Request Form

Earned compensatory time or paid overtime during the period of
January 1 - December 31, 2023.

EMPLOYEE: _____

Department: _____

GUIDELINES FOR ACCRUAL AND USE OF OVERTIME

- If you choose overtime pay, all overtime will be compensated in cash.
- If you choose compensatory time, overtime will be accrued up to a maximum of 80 hours and then will be paid out as overtime pay. No change is necessary.
- Compensatory time is earned in 1/2 hour increments.
- Compensatory time is used in 1/2 hour increments unless it is to use the balance in the account.
- Two changes will be permitted during this period of time. Changes must be made on the designated form **in the Finance department.**
- Changes will be made effective no sooner than the next full pay period following date of change.
- A Change Request form must be completed **in Finance** prior to the date overtime worked.

FIRST CHANGE

_____ Compensatory Time

_____ Overtime pay

Effective Date: _____

Employee Signature _____ Date _____

LAST CHANGE

_____ Compensatory Time

_____ Overtime pay

Effective Date: _____

Employee Signature _____ Date _____