



State of Louisiana

JAY DARDENNE
LIEUTENANT GOVERNOR

OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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DEPUTY SECRETARY

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HUMAN RESOURCES MEMORANDUM NO. 2010-048

TO: All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, PHR 
Human Resources Director

SUBJECT: Overtime / Compensatory Leave (K-Time)

DATE: December 1, 2010

Depending on the assigned duties, authority, and/or salary level, each employee of OLG/DCRT has been designated as either Exempt or Non-Exempt in accordance with the federal Fair Labor Standards Act (FLSA). This designation determines the rate at which each employee is compensated for any overtime worked.

In lieu of cash payment, public employees may receive compensatory leave (K-time) for any overtime worked, which is the practice of OLG/DCRT.

Employees that are designated as Non-Exempt must be credited with compensatory leave at the time-and-one-half rate for any hours worked in excess of a 40-hour workweek. For Exempt employees, employers are not required to offer overtime compensation, but if they choose to do so, it must be at the straight hour-for-hour rate. Recognizing the contributions made by working overtime, OLG/DCRT elects to offer compensatory leave for exempt employees.

In order to ensure our compliance with the FLSA, it is important that all OLG/DCRT employees report any overtime worked on his/her time sheet each pay period. We appreciate the commitment of our employees and want to ensure that all employees are being compensated appropriately for their service to OLG/DCRT.

If you have any questions regarding the FLSA and compensatory leave, please contact the Human Resources Division at (225) 342-0880.

RND:tp

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