



JAY DARDENNE  
LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
OFFICE OF MANAGEMENT AND FINANCE

CHARLES R. DAVIS  
DEPUTY SECRETARY

DESIRÉE W. HONORÉ  
UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 2014-022

**TO:** Lt. Governor, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

**FROM:** Rikki Nicole David, SPHR, IPMA-CP *RND*  
Human Resources Director

**SUBJECT:** Denial of K-time on Timesheets

**DATE:** November 5, 2014

It has come to our attention that supervisors may be denying employees the ability to claim K-time on their timesheets even though they have actually worked the additional time. **This practice of denying K-time after it has been worked is violative of overtime regulations, and therefore, must cease immediately.** Such overtime regulations include:

- Fair Labor Standards Act (FLSA) – requires that employees designated as Non-Exempt be compensated for overtime.
- PPM #42, Attendance and Leave Policy – states that both FLSA Non-Exempt and Exempt employees shall earn K-time for the performance of overtime.

**In short, if an employee works overtime, he/she MUST be allowed to claim such time worked on his/her timesheet.** This includes if an employee works through his/her lunch break, begins work prior to their designated start time, or works beyond their scheduled departure time.

By policy, employees should not be working overtime without prior approval by his/her supervisor; however, if such occurs without supervisory approval, it does not mean that the supervisor can withhold K-time from the employee. Rather, the only way that supervisors can limit, or eliminate, the accrual of K-time by their employees is to diligently enforce time and attendance regulations, thus preventing the overtime from ever being incurred. It cannot be done after the overtime work has been performed.

Effective immediately, any supervisor found to be in violation of these overtime regulations may be subject to disciplinary action.

Supervisors are encouraged to review HR Memo 2010-048, PPM #42 and/or contact the Human Resources Director at (225) 342-0880 if there are any questions regarding overtime.

RND:rnd

c: Personnel Liaisons

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