

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

Subject: CALL-BACK PAY AND/OR FLSA OVERTIME PAY	Policy Number: 8
Number of Pages: 1	Section:
Attachments: NONE	Related Standards & References: AP-10
Effective Date: June 1, 2012	Approved:  James MacCarone, Director

I. POLICY

It is a policy of the Mississippi Department of Human Services, Division of Youth Services (MDHS – DYS) to comply with MDHS Administrative Policy AP-10, Subject: Fair Labor Standards Act (FLSA) Policy dated August 1, 2010.

Agency Compensatory Time is hour per hour and has to be pre-approved by your Regional Supervisor. This applies to everyone except Secretaries.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

Compensatory Time – When an employee has worked over worked over 40 hours a week, the employee may claim hour per hour as compensatory leave.

III. PROCEDURE

- A. The Youth Services employee should receive permission from the Regional Director before compensatory time may be earned.
- B. The employee should document compensatory time on a Request for Compensatory Form and turn in with their time card.
- C. The employee must wait 30 days after the compensatory leave has been recorded to take the leave.
- D. Compensatory leave must be approved by the Regional Director or immediate supervisor before leave may be taken.