



City of Hendersonville

Compensatory Time Waiver

This form must be turned in to Human Resources no later than June 12, 2020 if you wish to retain and carry over compensatory time hours. Normally, you may carry over and retain up to twelve (12) hours each fiscal year; there has been a one time amendment for fiscal year end 2020.

Employees are not required to use or be paid for compensatory time before the start of the new fiscal year 2021. Employees if they choose, may retain and carry over all or some of compensatory time accrued prior to Fiscal year end June 30, 2020.

Department Heads may exercise discretion in the manner in which employees accrue compensatory time or are paid for overtime.

If this form is not received by the designation date of June 12th all compensatory time you have will be saved to your accrual upon the last pay period of the fiscal year. This is an Amendment to Article III, Section 13 of the City's Personnel Policy.

I understand and acknowledge the above.

Date: _____

Employee Name: _____

Employee Department: _____

I wish to retain and carry over the following accrued compensatory leave into the new fiscal year: _____ hours.

Employee signature: _____