


**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: XIV
Attachments: None	Related Standards & References: AP-10
Effective Date: June 1, 2012 Revised June 15, 2019	Approved:  James Maccarone, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (MDHS, DYS) to comply with Administrative Policy 10 (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 the Regional Director or immediate supervisor. The current time keeping system may calculate Compensatory Time in 15 minute increments.

II. DEFINITIONS

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

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

III. PROCEDURE

- A. The MDHS, DYS Community Services Section employee should receive permission from the Regional Director or immediate supervisor before Compensatory Time may be earned. A standing agreement for specific circumstances, such as staying after hours due to required attendance in court, is acceptable.
- B. The employee must wait until after the Compensatory Leave has been recorded and posted to take the leave.
- C. Compensatory Leave must be approved by the Regional Director or immediate supervisor before leave may be taken.