



DHRM HR Highlights September 2025

Managing Overtime Leave in Cardinal

Agency **Time & Labor (TL) Administrators** are responsible for **monitoring employee Overtime Leave balances** to ensure compliance with agency, state, and federal policies.

US DOL FLSA regulations for overtime note the following **Overtime Leave Limits**:

- Employees **may not exceed a balance of 240 hours** of Overtime Leave.
- For employees in non-exempt public safety, or emergency positions, **employees may not exceed a balance of 480 hours**.

Agency Required Action for Exceeding Limits:

- If an employee's Overtime Leave balance **exceeds the 240- or 480-hour limit**:
 - The employee, supervisor, TL Administrator can edit the Overtime Leave Earned in excess to Paid OT @ Time and Half (OVT)
 - The employee, supervisor, TL Administrator can edit a recent non-productive Time Reporting code to Overtime Leave Taken (OCL)