

U.S. Fish and Wildlife Service

Documentation of Change in FLSA Status

INSTRUCTIONS: Refer to 225 FW 7.17 before completing this form. This form should be completed for each pay period an exempt employee is temporarily assigned to perform nonexempt work in an emergency situation. The employee must serve in a nonexempt position or perform nonexempt work during the emergency for more than 20 percent of any workweek in a pay period. Attach a separate sheet if additional space is needed to document nonexempt duties.

Name of Employee:

Pay Plan / Series / Grade

Officially Assigned Exempt Position

Name / Location of Duty Station

Pay Period:

Beginning and Ending Dates of Change in FLSA Status

	Number Hours Worked	Nonexempt Position / Nonexempt Duties
Week 1		
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Week 2		
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Employee's Immediate Supervisor

Position Title

Date

Employee's Supervisor During Period of Emergency

Position Title

Date