

# 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
<b>Week 1</b>		
<b>Sunday</b>		
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Week 2</b>		
<b>Sunday</b>		
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		

\_\_\_\_\_  
Employee's Immediate Supervisor

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Supervisor During Period of Emergency

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Date