



**Department of Health and Human Services**

**24 or more Hours of Round-the-Clock Duty  
Work/Sleep Time Agreement  
for  
Fair Labor Standards Act Non-exempt Employees**

Time worked by a Department of Health and Human Services' employee who is responsible for the care, health, safety, and welfare of students/patients/residents and are assigned to work round-the-clock will be counted as hours worked toward the employee's 40 hour work week with exception to a bona fide meal period of 30 minutes or more or when the employee is permitted a sleep period.

Therefore, I understand that a sleep period is defined as a period of at least five (5) hours of sleep in an adequate sleeping facility during which time I am completely relieved from duty and am not responsible for the care, health, safety, and welfare of students/patients/residents. Interruptions of sleep to perform duties are considered hours worked.

I further understand that travel time during which no work is performed and/or when I am not responsible for the care, health, safety, and welfare of students/patients/residents will be handled in accordance with state policies regarding hours of work and overtime compensation.

I understand the above agreement and that acceptance of the above is a condition of my initial and continuing employment with the Department of Health and Human Services.

---

Applicant/Employee's Signature

---

Date

---

Print Applicant/Employee Name

cc: personnel file