



# United States Patent and Trademark Office

Office of the Commissioner for Patents

## MEMORANDUM

DATE: January 12, 2021  
TO: Patents Employees  
FROM: Jerry Lorengo, Assistant Commissioner for Patents  
SUBJECT: Overtime Authorization

Effective immediately, the following chart provides the maximum overtime (OT) an eligible employee is authorized to work within a bi-week.

Area	Hours of Overtime Authorized per bi-week
TCs 1600, 1700, 2100, 2400, 2600, 2800, 2900, 3600, and 3700	Up to 32 hours per bi-week and up to 40 hours per bi-week with TC Director approval
TC 3900 – Central Re-Examination Unit	None
Office of Patent Training	Up to the bi-weekly pay cap
SPEs/TC QASs	Up to the bi-weekly pay cap
OPESS	Up to 32 hours per bi-week
Other “production” employees	Up to 16 hours per bi-week
Non-production employees	None

Overtime in some TC areas/dockets or other areas in Patents may be restricted by management to levels less than the maximum number of hours noted above due to the limited availability of work in those areas.

Please contact your supervisor if you are unsure if you fall under the production or non-production category. This authorization for overtime is only for employees who are eligible to work overtime under the specifics of their particular overtime policy; please see your supervisor to ensure you are currently eligible under your specific overtime requirements.

### **All Eligible Patent Employees**

The total combined hours of overtime and compensatory time cannot exceed the lower of:

- The maximum hours allowed for the employee’s grade and step, or
- The approved number of hours listed above for the Business Unit Area

Patents employees may work additional overtime hours, above the authorized limits listed above, only with Assistant Commissioner approval, as long as the combined number of hours of overtime and compensatory time does not exceed the hours set in the maximum overtime and compensatory time charts for an employee’s grade and step. Requests for additional overtime should be submitted in advance, in writing, to the appropriate Assistant Commissioner for approval.

Managers and supervisors are reminded that overtime and compensatory time must be approved in advance. Managers are to complete a CD-81 prior to the start of each pay period to ensure the accuracy and completeness of an employee’s overtime and compensatory time authorization and to reflect bi-weekly limits.