Compensation Time
Request/Approval Record Form

This form is to be kept by each employee and/or by his/her supervisor(s) and turned in to the Director in June of the current school year. See attached cover memo for Comp. Time procedures.

Dates and Time of Pre-Approved Work Eligible for Comp. Time:			Dates and Times of Pre-Approved Comp. Time Used			
Date to be Earned	# of hrs/Mins. Earned	Pre-approval Date & Initial of Supervisor (Prior to earning)	Date to be Used	# of Hrs./Mins. To be used	Pre-approval Date & initial of Supervisor (prior to usage)	Pre-approval Date & initial of Director (prior to usage)

Total Earned:_____ Total Used: _____

_____
Employee

Revised 7-21-10