

COMPENSATORY TIME RECORD

Name: _____ Employee Number: _____

Position: _____ Work Location/Department: _____

Administrator authorization is required PRIOR to working for compensatory time.

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
		<i>All Support Employees</i>			<i>Non-Exempt Support Employees Only</i>			
Date	Explanation of time earned or used <i>One entry per line</i>	Actual time comp time work began	Actual time comp time work ended	Time earned (+)	Time over 40 hours (Sun.-Sat.) multiplied by 1.5	Approval signature	Time used (-)	Balance

CTA-ESP, 6.2.1 and 6.2.2: Accumulated compensatory time shall carry over from year to year at the site where earned.

HSEF, 13.11.2 and 13.11.4: With the exception of compensatory time earned after June 1 of each year, compensatory time must be utilized prior to the end of the fiscal year, June 30. Time not utilized by the end of the fiscal year shall be paid at the overtime rate. Compensatory time can only be used at the site earned. In the event an employee transfers to another site, accumulated compensatory time shall be paid within 20 workdays.

CTA –Teacher, 3.5.3: Contractually approved compensatory time shall transfer with the individual to any position covered under the teacher contract at any work site.

Distribution: **Original** to be maintained by site administrator. **Photocopy** to employee as requested.