

WARREN WOODS PUBLIC SCHOOLS

PRIOR APPROVAL FOR COMPENSATORY TIME (Non-exempt)

Employee , _____ , has earned compensatory time equal to _____ days and/or _____ hours by performing the following duties in addition to his/her work day responsibilities:

<u>DATE</u>	<u>DUTY/WORK TO BE COMPLETED</u>	<u>DAYS</u>	<u>EARNED HOURS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL APPROVED		_____	_____

GUIDELINES:

- **Prior** administrative approval is required before compensatory time can be accumulated.
- Any compensatory time accumulated **will be used within a period of twenty (20) work days** from the time the compensatory time was earned **or converted into sick leave time**.
- Accumulated compensatory time may be used at a time that will be mutually agreed by the appropriate administrator and employee. Should the two parties be unable to mutually agree on the dates to use compensatory time within the guidelines, the matter will be referred to the assistant superintendent for resolution.
- This Prior Approval form will be used to maintain an accurate record of compensatory time earned. This compensatory record form will be signed by the appropriate supervisor and employee and forwarded to the human resources office when the compensatory time is approved by the supervisor. This form is the only record of approved compensatory time.
- Compensatory time approved & earned under 40 hours in one week is computed at straight time. Compensatory time approved & earned over 40 hours in one week is computed at time and one-half (1.5).
(Eg. Employee worked 35 hour regular schedule. Has approved compensatory time for 8 hours in that week. Five hours is computed at straight time, 3 hours computed at 1.5 time. Therefore, time earned = 9.5 hours)

Approved by: _____
Administrator's Signature

Date

Employee

Date

Copies: Human Resources Supervisor Employee