

COMPENSATORY TIME EARNED FORM

Name: _____ Hours Earned during September _____ Department: _____

I have earned the following authorized compensatory hours:

Hours	Date	Reason

Total Hours Earned

Approved: Yes _____ No _____

Authorized by: _____

Title: _____

Date: _____

1. Except employees may receive compensatory time off at the rate of 1 hour for every 1 hour worked in excess of 37.5 hours per week.
2. The Director must pre-authorize any overtime worked. The method of compensation for overtime hours, either payment or granting of compensatory time, shall be at the discretion of the Director.
3. Compensatory time must be used with Department Head approval.
4. Compensatory time must be used within 1 pay periods unless an extension has been granted by the Director.
5. Compensatory time will be accrued at the rate of 1.5 times for official paid holidays worked by non-exempt employees.
6. Upon termination of employment, compensatory time that has been accrued will be paid at the terminated employee's regular hourly rate.

(See Personnel Policy for complete information.)

Compensatory time is to be accumulated in increments of 15 minutes. Drop any time under 15 minutes, any time between 15 and 30 minutes is to be counted as 15 minutes.

10-99 (Rev.)

Sample Comp Time Forms

Rachel Sandford



Sample Comp Time Forms:

Unveiling the Magic of Words: A Report on "**Sample Comp Time Forms**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Sample Comp Time Forms**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve to the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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