

Exempt Employee Compensatory Time Request Form

Requester Information

Employee ID : _____
Employee Name : _____
Employee Email : _____
Employee Phone : _____
Job Title : _____

Date Submitted : _____
Supervisor Name : _____
Supervisor Email : _____
Supervisor Phone : _____
Department : _____

Classification : ☐ Administrative and Professional ☐ Classified

Scope of Request

☐ Yes ☐ No

Number of hours requested?

Prior compensatory time granted?

If applicable, what is your current compensatory time balance?

Identify the reasons in support of your compensatory time request.

Immediate Supervisor Authorization

☐ Approved
☐ Denied

Comments :

Immediate Supervisor Signature

Date

Appropriate VP / Division Executive Authorization

☐ Approved
☐ Denied

Comments :

VP / Division Executive Signature

VP / Division Executive Printed Name

Date

Chief Human Resources Officer Authorization

☐ Approved
☐ Denied

Comments :

CHRO Signature

CHRO Printed Name

Date

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Appropriations**



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