

COMPENSATORY TIME EARNED FORM

Name: _____ Hours Earned during September _____ Department: _____

I have earned the following authorized compensatory hours:

Hours	Date	Reason

0.00 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 3 hours worked in excess of 37.5 hours per week.
2. The Director must pre-approve 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 2 pay periods unless an extension has been granted by the Director.
5. Compensatory time will be accrued at the rate of 1.3 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. Any time under 15 minutes, any time between 15 and 30 minutes is to be credited as 15 minutes.

Sample Comp Time Forms

Zhe Xu



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