

# COMPENSATORY TIME REQUEST FORM

According to the Letter of Agreement (5-2-18) regarding Article #7:

*“Effective July 1, 2018 staff will be eligible to earn compensatory time when required work by the board of education begins approximately one hour after the end of the employee’s building assignment for that day. In a situation where an employee is in two or more buildings in one day, the last assigned building will be used.”*

Compensatory time shall be turned in to your immediate supervisor within 15 days of the date the compensatory time was earned.

Staff \_\_\_\_\_ Date: \_\_\_\_\_

Daily Scheduled Work Hours: \_\_\_\_\_

	Date	Beginning & End	Amount Requested	Reason
Accrual				

Staff Signature \_\_\_\_\_

(Check one.)

I request cash payment

I request my time be converted to sick time

---

**(For Office Staff Only)**

Accrual: Amount of Time Approved: \_\_\_\_\_

Request Denied

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Cabinet Level Signature \_\_\_\_\_

Date \_\_\_\_\_