

# Compensatory Time Sheet

## Noble Local School District

**Note:** In accordance with the negotiated agreement, compensatory time **MAY** be granted in lieu of overtime payment by mutual consent of the employee and the supervisor. The agreement specifically states that "Such time must be agreed to in writing..." Either party, employee or supervisor, may initiate the request for comp time by completing this form and presenting it to the other party for approval. Neither party is under any obligation to approve the request. If compensatory time is granted, this report must be submitted to the Treasurer or Assistant Treasurer where it will be recorded. **When compensatory time is used, it must be reported as a comp day in AESOP.**

### **Fill out for Time Worked:**

Employee: \_\_\_\_\_  
(First) (Last)

Compensatory time to be worked: \_\_\_\_\_, 20\_\_\_\_  
(Month) (Day) (Year)

Time: (From) \_\_\_\_\_ A.M. P.M. (To) \_\_\_\_\_ A.M. P.M.

Reason: \_\_\_\_\_

Approved: \_\_\_\_\_  
(Employee) (Supervisor)

This is to certify that the above employee completed the work indicated above. Compensatory time should be logged in the amount as follows:

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
(Hours Worked) (Rate) (Comp Time Due)

### **Fill out for Time Used:**

Employee: \_\_\_\_\_  
(First) (Last)

Compensatory time to be used: \_\_\_\_\_, 20\_\_\_\_  
(Month) (Day) (Year)

Time: (From) \_\_\_\_\_ A.M. P.M. (To) \_\_\_\_\_ A.M. P.M.

Reason: \_\_\_\_\_

Approved: \_\_\_\_\_  
(Employee) (Supervisor)

Previous Balance: \_\_\_\_\_

Time Earned: \_\_\_\_\_

Time Used: \_\_\_\_\_

New Balance: \_\_\_\_\_

Logged: \_\_\_\_\_  
(Date) (Treasurer/Asst. Treasurer)