

WARREN WOODS PUBLIC SCHOOLS

COMPENSATORY TIME RECORD

(See 3.4.5 - Compensatory Time)

Bargaining unit member, _____, has earned compensatory time equal to _____ days and/or _____ hours by performing the following duties in addition to contractual responsibilities:

<u>DATE</u>	<u>DUTY</u>	<u>DAYS</u>	<u>EARNED HOURS</u>
_____	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
TOTAL EARNED		_____	_____

GUIDELINES: (3.4.5)

- Prior administrative approval is required before compensatory time can be accumulated.
- Any compensatory time accumulated will be used within a period of twenty (20) work days from the time the compensatory time was earned or converted into personal leave day time.
- Accumulated compensatory time may be used at a time that will be mutually agreed by the appropriate administrator and bargaining unit member. Should the two parties be unable to mutually agree on the dates to use compensatory time, the matter will be referred to the superintendent for resolution.
- A form will be used to maintain an accurate record of compensatory time earned. This compensatory record form will be signed by the appropriate supervisor and bargaining unit member within five work days of the date the compensatory qualifying work is completed, with a copy forwarded to the personnel office.

<u>DATE</u>	<u>COMPENSATORY TIME</u>	<u>DAYS</u>	<u>USED HOURS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL USED BALANCE		_____	_____

Approved by: _____

Principal's Signature

Date

Approved by: _____

Director's Signature (if applicable)

Date

Bargaining Unit Member

Date

Copies: Personnel

Supervisor

Bargaining Unit Member