

# WARREN WOODS PUBLIC SCHOOLS

## CONVERTING COMPENSATORY TIME (Non-exempt)

Employee , \_\_\_\_\_ , earned compensatory time equal to days and/or \_\_\_\_\_ hours by performing the following duties in addition to his/her work day responsibilities:

<u>DATE EARNED</u>	<u>NOTES (if needed)</u>	<u>DAYS</u>	<u>EARNED HOURS</u>
_____	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
<b>REMAINING APPROVED but UNUSED</b>		_____	_____
<b>TOTAL CONVERTED TO Sick Leave TIME</b>		_____	_____

**The employee has not used his/her approved and earned compensatory time within the twenty (20) work day timeline. Therefore, the above time is converted to sick leave time.**

### GUIDELINES:

- **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 to sick leave time**.
- Accumulated compensatory time may be used at a time that will be mutually agreed by the appropriate administrator and employee. Should the two parties be unable to mutually agree on the dates to use compensatory time, the matter will be referred to the assistant 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 employee forwarded to the human resources office when the compensatory time is approved.
- **When compensatory time is converted to sick leave time, this notice will be forwarded, by the HR office, to the approving supervisor and the employee.**

HR Office : \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Copies: Human Resources

Supervisor

Employee