

WARREN WOODS PUBLIC SCHOOLS

REPORTED USE OF COMPENSATORY TIME (Non-exempt)

Employee , _____ , has used compensatory time equal to _____ days and/or _____ hours on the following date(s):

<u>DATE(S)</u>	<u>DAYS</u>	<u>EARNED HOURS</u>
_____	_____	_____
TOTAL USED		_____
TOTAL REMAINING		_____

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 will be converted into 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.
- The Prior Approval 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.
- Compensatory **"use"** form must be completed when the employee schedules the use of compensatory time previously approved and earned (within the guidelines). The Reported Use of Compensatory Time form must be submitted to the HR office when compensatory time is used.

Approved by: _____
Administrator's Signature

Date

Employee

Date

Copies: Human Resources

Supervisor

Employee