### Employee Instructions:

1. Twelve-Month (12) and Ten-Month (10) who are directed by their supervisors to work on weekends, holidays or when schools and offices are closed for the full day due to inclement weather or for any other emergency situation shall receive hour-for-hour compensatory time (COMP TIME) for hours worked.

2. Employees who accrue COMP TIME shall be permitted to use it at a time of their choosing with supervisor permission.

3. COMP TIME must be used prior to using vacation or urgent business leave.

4. All unused COMP TIME shall be paid to the employees at the end of the fiscal year.

5. Obtain signature of supervisor confirming time worked.

6. Give the completed form to supervisor who will report the additional time worked for compensatory (comp) time. Keep a copy for your records.

### II. REPORT OF TIME WORKED BEYOND SCHEDULED HOURS

**SATURDAY** | **SUNDAY** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **TOTAL COMP EARNED**
---|---|---|---|---|---|---|---
**MM/DD/YY** | | | | | | | **CODE: "U"**

**Brief Description of work**

**Time Worked** (e.g., 7:00-7:30am)

**Amt Time Worked** (e.g., 30 mins)*

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<th><strong>MM/DD/YY</strong></th>
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* Report additional time worked in hours and minutes

**Signature of Employee** | **Date** | **Administrator's Signature of Approval** | **Date**
---|---|---|---

**Supervisor instructions:**

1. Only report Comp Time EARNED in hours and 15 minute increments (2.45 = employee worked an additional 2 hours and 45 minutes) on this form.

2. When applicable, send a copy of the completed/signed form using the interoffice mail to the Payroll Office, Attn: Sarah Johnson.

3. Retain a copy of this form in your payroll records.

4. Report Comp Time USED on the GREEN Biweekly Payroll Report with a code of "N". **Do Not include USED time on this form.**