North Franklin School District Compensatory Time Record

Employee Name	:		Building		
Hrs. Per Day Hrs. Per Week		frs. Per Week	Balance Forward From Prior Month		
*All compensatory time must be preapproved by your administrator/supervisor in writing.					
the collective bar Comp Time, or C employee time-a hour and a half o for personal use. regular working Comper Comper hour wo An emp	rgaining a Compensa nd-a-half of time off Comp ti hours in a nsatory ti nsatory ti ork week,	keep accurate records of any cagreement and district proceduratory Time, is an alternate way for work done over the time as f for each hour of overtime wo time should not be confused with a way that accommodates their me is based on actual working me is allowed when a supervisa a special project, or the need to works overtime without prices the right to carry forward the	res. of rewarding overtime llotted in the normal worked. This time could leth "flex-time." Flex-time personal preferences a hours and cannot be used or has authorized maneto meet a deadline.	e work. Instead of partork week, employer on the allows employees and family commitmed before it is earned datory time outside may be subject to commit outside.	aying an hourly rs would allow an ies, or scheduled s to schedule their nents. ed. of the normal 40
Supervisor Authorization	Date	Activity/Reason	Additional Hours Worked (+)	Hours Used (-)	Accumulative Total
		e balance of my Comp Time		Balance:	

Employee Signature______ Date _____