

HIGHLINE SCHOOL DISTRICT COMPENSATORY TIME RECORD SHEET

Name: _____ Position: _____ Location: _____

The Fair Labor Standards Act requires that eligible classified employees who work beyond their regularly scheduled hours be compensated for those additional hours, either by monetary payment or compensatory time off work within 60 days from the date the time is earned. For time over regularly scheduled hours but under 40 hours a week, payment is at straight time. Hours beyond 40 hours during any one-week period are compensated at time-and-one-half for pay or recorded on this form as compensated time at 1.5 times the number of qualifying hours.

Please use the form below to keep accurate records of your comp time.

For the Month of: _____

	Day	Hrs Worked (A)	Supervisor's Authorization	Total Hrs Worked this Week	No. of Comp. Hours Earned* <small>Column A minus B</small>	Date and Comp. Time Hrs. Taken	Supervisor's Verification	Comp Time Balance
Week of:				8				
				8				
				8				
				8				
				8				
Week of:				8				
				8				
				8				
				8				
				8				
Week of:				8				
				8				
				8				
				8				
				8				
Week of:				8				
				8				
				8				
				8				
				8				

* Remember – hours under 40 hours per week are at straight time. Hours over 40 hours per week are calculated at time-and-one-half.