Compensatory Time Tracking Worksheet

EMPLOYEE INFORMATION	
Employee Name	Position/Location

INSTRUCTIONS
Per the PSEA NEA Collective Bargaining agreement, the Board reserves the right to schedule a one-week unpaid district-wide closure during the summer. Twelve-month clerical employees and confidential secretaries may use applicable paid time off or approved compensatory time during the closure for days not designated as paid holidays. • This form should be maintained by and is the responsibility of the employee. • Compensatory time off may be tracked in *quarter hour increments only*. • All compensatory time requires supervisor approval. • Compensatory time may only be accumulated for use during the summer district-wide closure. • Up to 30 hours of compensatory time may be approved. • All compensatory time must be earned between July 1 and June 10 for use during the district-wide closure. • There will be no payout for unused compensatory time. Compensatory time must be used prior to termination or resignation. • Ccompleted form must be submitted to payroll no later than June 10.

Date Comp. Time Earned	Time Worked	Description of Work Performed	Hours of Comp. Time Earned	Balance of Accumulated Comp. Hours YTD	Supervisor Approval (initials & date)
			TOTAL:		

Employee Name: _____ Employee Signature: _____ Date: _____