

Classified Compensatory Time Log Sheet

Compensatory time is permitted if agreed upon in advance and recorded on a Compensatory Time Record. Overtime and compensatory time should always be approved in advance. Compensatory time must be used before the end of the year. Compensatory time off must be approved the same way any time off is approved. If compensated time cannot be used for any reason (ran out of time in the year, unable to get substitute for requested time off, etc.), it will be paid out in the July payroll.

Please turn in a copy of this sheet on a monthly basis along with your time sheet.

'Time worked' would be **either** on this form **or** your time sheet—not both.

When you take the time off you should 1) turn in an absence form and mark it as Comp Time and 2) report the time taken as hours worked under the "other" column on your time sheet with 'comp time' written in the description. 3) write the time taken on this log sheet so you can track the balance, if any.

If the record of the extra time worked (this form) must be turned in before or with the Compensatory time absence report. If the payroll office does not have any record of the extra time worked then the time off will be taken as "unpaid" time and your pay will be reduced until appropriate documentation is received by the Payroll office.

This log sheet must be initialed by the person who assigned or gave approval for the extra time in the "approval" column when time is earned.

Any record of compensatory time earned must be turned in monthly along with regular time sheets.

Time worked will be checked for overtime earned and if there is any change to the total an updated report will be returned to you.

How to calculate the actual hours available:

- Total of extra hours worked, turned in for compensated time on this form (not placed on time sheet) for a one week period #1 8 (3/2 & 3/5)
- Total of extra hours worked, turned in for payment on time sheet for that same week #2 _____
- Total of Regular Schedule Hours worked during the same week (do not count holiday or any leave time) #3 40

Overtime earned? #1 + #2 + #3 = 48. If this number is more than 40 than you earn ½ times the number of hours over 40. (8 x .50 = 4) so 8 + 4 = **12 hours Place in column B, or in this case 4 +2 for each day of that week.**

All hours calculated are for actual work hours. Sick leave, holiday hours and other leave time are not counted when calculating overtime.

Example: Regular scheduled day of 6 hours x 5 days worked = 30 hours
Parent meeting worked 3 hours
Afterschool program worked 8 hours

Afterschool program hours were reported on the time sheet

3 hours of parent meeting were reported on this compensatory time form

- Total of extra hours worked, turned in for compensated time on this form (not placed on time sheet) for a one week period #1 3
- Total of extra hours worked, turned in for payment on time sheet for that same week #2 8
- Total of Regular Schedule Hours worked during the same week #3 30

Overtime earned? #1 + #2 + #3 = 41. If this number is more than 40 than you earn ½ times the number of hours over 40. Actual time for compensatory time to take off = 3, plus 1 hour x .50 = 3.5 hours

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

Name _____

Date _____

This is to certify that I worked at the Orondo School

District on the dates listed below

Prior balance = _____

Date Worked or Date Taken off A	Hours Worked B	Program Worked Extra time In C	Initials of person who Approved Extra Time	Hours taken off (fill out absent form) D	Program not worked E	Balance Equals B-D
EXAMPLE						
03/02/2015	4 + 2	Parent mtg- Title				6
03/05/2015	4 + 2	Office- parent late				12
3/22/2015	8 + 4 (all overtime)	Out of district conference- Bilingual				24
04/10/15				8	Office	16
04/13/15				8	Office	8
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> After I look back to see prior work time your overtime is calculated – this is an example of the calculations </div>						
Totals						8 hrs left

6+6

12+12

24-8

16-8

You still have 8 hours to take – or payment needs to be made to clear the hours

Work week is Sunday through Saturday.

Compensatory time cannot exceed 40 hours. If unable to schedule time off to reduce the total time earned the overage will be paid at the rate it earned.

Any balance due at the end of the school year will be paid out in the July payroll.