

Travis Unified School District
COMPENSATORY TIME LOG
 Use this log to keep track of all compensatory time.

Employee Name: _____

Work Location: _____ Supervisor: _____

DATE	REASON	TIME WORKED	FACTOR 1, 1.5, 2.0, 2.5	HOURS EARNED	BALANCE (Limit 40 Hrs)*	SUPERVISOR AND EMPLOYEE SIGNATURES	DATE	TIME TAKEN	BALANCE	SUPERVISOR AND EMPLOYEE SIGNATURES

INSTRUCTIONS:

Earning Time: The employee must have prior approval from his/her supervisor before working any overtime. Time worked in excess of a regular shift, but less than 8 hours per day or less than 40 hrs per week, is compensated on an hour-for-hour basis. Time earned in excess of 8 hrs/day or 40 hrs/week is compensated at time and one-half hours for each hour worked. Time worked on the 7th continuous day and/or on a Sunday is compensated at two hours earned for each hour worked. Employees required to work on a district designated legal holiday are compensated at 2.5 hours for each hour worked.

Using Compensatory Time Off: Requests for use of compensatory time as time off must be approved in advance of the date(s) requested so as to not disrupt normal work flow.

*** Limits on Accrual: *Per CSEA contract Article 13.08.3 ALL time earned in excess of 40 hours MUST be converted to pay in the next pay cycle – NO exceptions. Time earned but not used by June 30 must be converted to pay.**