



Wayne County School District

810 Chickasawhay Street
Waynesboro, MS 39367

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<https://www.wcsdms.com>

Tommy Branch Superintendent of Education
Lynn Revette Assistant Superintendent

Anetia Beal-Norsworthy, District 1
Wilma Taylor, District 2
Marion Chapman, District 3
Russell D Pitts, SR, District 4
Dorcus Reynolds, District 5
Marcus Evans, Board Attorney

Wayne County School District Comp Time Request Form for Unclassified and Classified Employees

Employee Name: _____ School: _____

Position: _____

REQUEST TO USE COMP TIME				ACTUAL COMPENSATORY HOURS WORKED			
DATES REQUESTED	TYPE COMP	HOURS REQUESTED	DESCRIPTION OF WORK	DATES WORKED	HOURS WORKED		TOTAL HOURS
					FROM	TO	
	<input type="checkbox"/> Comp						
	<input type="checkbox"/> Comp						
	<input type="checkbox"/> Comp						
	<input type="checkbox"/> Comp						
	<input type="checkbox"/> Comp						
	<input type="checkbox"/> Comp						
	<input type="checkbox"/> Comp						
	<input type="checkbox"/> Comp						
	<input type="checkbox"/> Comp						
	<input type="checkbox"/> Comp						
				TOTAL COMP HOURS:			

<p>The above named employee has been approved to earn compensatory leave for the days and times listed above.</p> <p>Supervisor _____ Date _____</p> <p>Dean/Div/Dept. Head _____ Date _____</p> <p>Vice Chancellor _____ Date _____</p>	<p>I certify that I have worked the dates and times listed above.</p> <p>Employee _____ Date _____</p> <p>I hereby certify that the above listed employee has earned compensatory leave.</p> <p>Supervisor _____ Date _____</p> <p>Dean/Div/Dept. Head _____ Date _____</p>
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