East Dubuque School District **Employee:**_____

- Record of Comp Time Accrued from meetings (IEP/504 Plan) and/or extra time at work

Comp Time can only be accrued with the permission of the direct superivisor; therefore, the form should be completed and maintained by the building principal. For auditing purposes, a copy of this form should be turned into District Office when Comp Time is used.

Date	Reason for Comp Accrued - OR - Comp Time Used	Comp Time Earned in increments of 15 minutes	Comp Time Used in Minutes	Employee's Initials	Administrator's Initials