COMPENSATORY TIME LEDGER

Official Record of Earned and Utilized Comp Time

STANWOOD-CAMANO SCHOOL DISTRICT

Employee Name:_____ **Month/Year:** _____

Supervisor Name:_____ **Location:**_____ **Prior Balance:**_____

PSE Section 7.8.8: Compensatory time is used for full-time employees who work in excess of forty hours because of workload deadlines.

Must have Supervisor approval, and must be taken in the current contract year in which time was worked.

To Track Hrs Worked			To Track Hrs Used			
Date Worked	**Description / Reason for Overtime**	**Overtime Hrs Worked beyond the 40 hr work week (Multiply hours by 1.5)**	**Date Comp Hours Used**	**Description / Reason for Leave Used**	**Hours Used**	**Balance**
TOTAL SUMMARY						

_____ _____

Employee Signature & Date *Supervisor Signature & Date*