

Personnel Assignment and Transfer

Overtime/Compensatory Time Report

Employee Name _____

Has worked _____ extra hours on (date) _____

Total hours worked during the workweek: _____

Compensatory time is only due upon prior approval by the employee supervisor as per Board Policy 4221. Employees must use accumulated compensatory time in accordance with Regulation 4221. Employees who violate or abuse the overtime provision will be subject to disciplinary action, up to and including termination from employment.

Please designate employee choice:

_____ Compensatory Time Earned (note: Compensatory time is earned at 1-1/2 hours for every hour worked over 40 in a workweek. Any time worked totaling less than 40 hours in a workweek is eligible for compensatory time at a 1:1 ratio).

_____ Overtime Compensation To Be Paid (note: Overtime compensation is earned at 1-1/2 hours for every hour worked over 40 in a workweek. Any time worked totaling less than 40 hours in a workweek is eligible for the employee's regular hourly pay).

Requested by:

Employee Signature _____ Date _____

Approved by:

Supervisor Signature _____ Date _____
