### Compensatory Time Application

**TIME Earned**

- I would like to work _______ hours extra on _______ (date)
- from the time of _______ to _______ and count it as compensatory time.
- Explanation: ____________________________________________________________

  - Employee’s Signature ___________________________________________ Date ________
  - Approved Supervisor’s Signature __________________________________ Date ________
    (Retain until time is used/paid, then attach to timecard that includes it’s use)
  - Not Approved Supervisor’s Signature ___________________________ Date ________
    (Return to employee)

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**TIME Taken / Paid For**

- I would like to use _______ hours of accumulated compensatory time on _______ (date)
- from the time of _______ to _______.
- I would like to have _______ hours of earned compensatory time to be paid.

  - Employee’s Signature ___________________________________________ Date ________
  - Approved Supervisor’s Signature ___________________________ Date ________
    (Attach to timecard that includes this time useage)
  - Not Approved Supervisor’s Signature ___________________________ Date ________
    (Return to employee)

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Revised 6/1/05