

Compensatory Time Application

Name _____

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)

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)