

Empl ID: \_\_\_\_\_ Name (Last, First): \_\_\_\_\_ Location No.: \_\_\_\_\_

Assignment Description:

Position Title:

MM / DD / YY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Total:</b>
OT Worked	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Equivalent CT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CT Taken	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
AUTHORIZED SIGNATURE  
I CERTIFY THIS TO BE AN ACCURATE STATEMENT OF SERVICES RENDERED BY THIS EMPLOYEE

\_\_\_\_\_  
TIMEKEEPER SIGNATURE

\_\_\_\_\_  
DATE ENTERED IN TIME & LABOR

Compensatory Time Earned is time worked in excess of 8 hours/day that will be accrued to be taken at a later date as paid time off (Compensatory Time Taken) in lieu of being paid overtime.

Comp Time Earned: Fill in OT Worked for overtime hours actually worked. Fill out Equivalent CT with the equivalent number of compensatory time hours earned. **NOTE:** The overtime equivalency calculation depends on FLSA status: Nonexempt employees are eligible for overtime at time and a half; professional job classes are eligible only for straight time overtime; exempt job classes are not eligible for overtime or compensatory time.

Comp Time Taken: Fill out CT Taken the with number of hours of compensatory time used.

Return this card to the appropriate site timekeeper for time entry.

Compensatory Time Balances will be held in the Time and Labor timekeeping system.

Timekeeper: Report Compensatory Time Earned/Taken with applicable Time Reporting Code in Time and Labor:

Comp Time Earned	CPE
Comp Time Taken	CPT

When compensatory time is earned, classified employees shall be provided the opportunity to take such time off within a **reasonable** time following the day on which the overtime is worked. If no such opportunity is provided, the employee shall be paid for the accrued compensatory time. This applies to all employees in the Operations-Support Services Bargaining Unit, the Paraeducator Bargaining Unit and the School Police Services Unit.

Employees in the Office-Technical and Business Services Bargaining Unit shall be provided the opportunity to take compensatory time off within six work months of accrual. If no such opportunity is provided, the unit member shall be paid for the accrued compensatory time.