

COMPENSATORY TIME RECORD

Only record hours worked in excess of 40 in a Monday - Sunday work week.

NAME _____ ID# _____

WEEK ENDING SUNDAY _____

| DATE | ACTUAL TIME WORKED (clock time) | REASON | TIME IN HOURS | |
|--------------|---------------------------------|--------|---------------|-------------------|
| | | | Elapsed Time | Multiplied by 1.5 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____