

Personnel Assignment and Transfer

Compensatory Time Accumulation Approval Form

COMPENSATORY TIME ACCUMULATION REQUEST FOR USAGE FORM

Employees have the right to use accumulated compensatory time within a reasonable time. All accumulated compensatory must be used within a one year time frame from the date of accumulation. Employees must submit this written request to their immediate supervisor no later than two (2) weeks in advance of the requested period, and further provided that the use of compensatory time during the requested period will not unduly disrupt academic instruction and/or the provision of academic services in the school district.

Date of proposed usage of compensatory time: _____

Time period in which compensatory time will be used: _____

Employee Signature

Date

Supervisor Signature

Date

Superintendent Signature

Date

_____ Total Accumulated Time Used