



School District or ISD

Comp Time Form

Compensated time is time worked above 40 hours in a work week.

All compensated time must be approved in advance by your Supervisor and reconciled by June 30th of the current fiscal year.

Only use this form to record hours worked above 40 hours in a work week

Week of	Monday	Tuesday	Wednesday	Thursday	Friday

Signature of Employee: _____

Initials of Supervisor: _____ Date Approved: _____

Office Use Only:

_____ worked hours converted to _____ comp hours.