



# School District or ISD

## Flex / Comp Time Form

All Flex/compensated time must be worked/taken within a 30 day time frame and must be approved in advance by your department Director. All Flex/Comp time must be reconciled by June 30<sup>th</sup>.

### Worked Above Contract Hours

Week of	Monday	Tuesday	Wednesday	Thursday	Friday

### Exchange Time for Hours Worked Above

Week of	Monday	Tuesday	Wednesday	Thursday	Friday

**★PLEASE NOTE★**

**Non-exempt employees:** Please submit a timesheet for any hours not taken in exchange within a two week time period.

Signature of Employee: \_\_\_\_\_

Initials of Director: \_\_\_\_\_ Date Approved: \_\_\_\_\_