COMPENSABLE TIME LOG

Supervisor approval MUST be granted PRIOR to working additional time

Attach a copy of this document to the Temporary Leave Request when using Comp Time

Comp Time balance cannot exceed 40 hours

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| **Date Worked** | **Reason For Working**  **Additional Time** | **Supervisor Approval** | **Time Worked** | **Total Hours Worked** | **Comp Time Hours**  **(hrs x 1.5)** | **Date Used** | Comp Time Hours  **Used** | **Comp Time Balance** |
| 9/1/2005 | Process 5 purchase orders to meet deadline |  | 5-6pm | 1 | 1.5 |  |  | 1.5 |
|  |  |  |  |  |  | 9/9/2005 | 1 | .5 |
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