ARLINGTON
Public Schools

To complete this form electronically, it must be opened in *Adobe Reader*!

Reset Form

Compensatory (Comp) Time Form

Name _____ Department _____

Position _____ Regularly scheduled hours/week _____

NOTE: *Compensatory time is approved hours worked in excess of your regularly scheduled hours/week not claimed for pay. Compensatory time is calculated at time and one half for hours worked in excess of 40 hrs per week and straight time for hours worked up to 40 hrs per week.*

Date	Hrs worked in excess of reg scheduled hrs	Reason for extra work	Comp hours earned (figured per NOTE above)	Comp hours used	Balance of comp hours	Supervisor approval
		This section is intentionally not fillable electronically. Please print and complete by hand.				

Compensatory time, if granted, may be accrued up to a maximum of 240 hours. there must be a reasonable expectation that the employee will expend the accrued time within one (1) year of the time in which it was earned.