

CANBY SCHOOL DISTRICT COMPENSATORY TIME MONTHLY TIME SHEET

Complete compensatory hours earned and compensatory hours used daily and turn in to your immediate supervisor ON the last working day of the month. Compensatory time earned must be agreed upon in advance of the hours worked by the principal/supervisor and the employee. The employee must get approval from the supervisor prior to compensatory time being used. Licensed and Classified employees refer to your collective bargaining agreements for guidance.

NAME _____ EMPLOYEE # _____ SCHOOL _____

POSITION CODE _____

MONTH _____ YEAR 20 _____

Check (✓) here if week includes extended hours (more than a 40-hour workweek)
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SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.	

KEY TO ABSENCES

E Hours earned
U Hours used

I certify that the time indicated above is the total compensatory accrued during this time period.

Employee Signature Date

Supervisor/Designee Signature Date

SEE COMPENSATORY TIME PROCEDURES FOR INFORMATION.

PRIOR BALANCE OF HOURS: _____

+ CURRENT HOURS EARNED WITHIN
a 40-hour workweek _____

+ CURRENT HOURS EARNED BEYOND
a 40-hour workweek. (Please multiply total number hours worked by 1.5) _____

- (MINUS) HOURS USED THIS MONTH: _____

= TOTAL HOURS REMAINING: _____