

COMP TIME GRANTED/USED

20__ / 20__

NAME: _____

Granted

Used

Date	Reason	Hours Worked	Supervisor Signature (prior approval)	Comp Hours Rec'd.	Date Comp Hours Used	Supervisor Signature (prior approval)	Comp Hours Used	Balance Of Comp Hours	EE Initial

The site administrator must authorize all comp time prior to the hours worked.

It is recommended that whenever possible comp time should be used within the month it was earned. Every reasonable effort should be made to use comp time by the end of the fiscal year.

***Comp time earned and taken must also be recorded on your timesheet.**