Barnwell School District 45
Compensatory Time Record

Employee's Name:	Building:

This record is to be maintained only for recording compensatory time earned and used for hours worked beyond 40 hours in a work week (Sunday-Saturday). Comp time must be granted at the rate of 1.5 hours for each hour of overtime, except for Sundays and holidays, which must be granted at the rate of two (2) hours for each hour of overtime. Employees must actually work 40 hours in a week before any overtime compensation is due, except that holidays are considered as (8) hour work days when computing overtime. The double time for Sundays and holidays is granted regardless of the amount of time worked during the week.

All comp time must be taken within 30 days of comp time being earned.
All comp time must be pre-approved.

DATE WORKED	TIME MUST BE TAKEN BY	SUPERVISOR'S INITIALS	HOURS WORKED	HOURS EARNED	HOURS USED	TOTAL REMAINING

Principal's Signature

Employee Signature

Supervisor's Signature