Charles City Public Schools

COMPENSATORY TIME AGREEMENT

In accordance with the Fair Labor Standards Act, Charles City Public Schools will grant employees compensatory time off in lieu of monetary compensation for hours worked in excess of the assigned work schedule. I understand that compensatory time will be granted at straight time for all hours worked up to 40 hours and time and one-half for all hours worked in excess of 40 hours per week. I further understand that compensatory time must be taken within a reasonable time period in which the compensatory time was earned. Finally, I understand that compensatory time must be approved in advance by the employee's supervisor.

_____
Employee signature/date

_____
Supervisor Signature/Date

Please use the following procedure to process the compensatory time for payment:

1. Resubmit the time sheet for the affected week marked "REVISED".
2. For the day the compensatory leave was earned, place an "X" across the hours in the compensatory leave column and enter the hours that have not been taken as compensatory leave in the paid overtime column.

Compensatory Time Earned			Compensatory Time Taken		
Date	Hours	Approved	Date	Hours	Approved