

## COMPENSATORY TIME REQUEST

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Pay Period Covered: \_\_\_\_\_

### INSTRUCTIONS

Non-exempt hourly employees must physically work 40 hours in a Workweek prior to accruing comp hours at time and a half. (Physical hours means "actually working" and is not inclusive of leave time such as sick, vacation, comp and/or holiday that help make up the 40 hours.) All comp hours worked prior to an employee physically working 40 hours must be recorded as straight time.

Exempt employees earn comp time as straight time only (hour for hour) and are not eligible for payout if their employment with the Town ends.

**Note: Town's Workweek consist of Sunday through Saturday.**

DATE	DESCRIPTION	EXTRA HOURS WORKED	COMP HOURS EARNED
<b>TOTALS:</b>			

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_