

FAIRFIELD COUNTY EDUCATIONAL SERVICE CENTER

Classified Compensatory Time

Guidelines:

All compensatory time is to be approved at least 48 hours in advance, except in emergency situations. Compensatory time may only be accrued when an employee must work more than their contractual work week, or when the employee works on a scheduled non-work day as per the office calendar. Accumulated compensatory time is limited to 240 hours. Compensatory time will be accumulated at time-and-a-half. Employees will not be paid for unused compensatory time upon separation of employment.

Procedure:

Under "Request to EARN," complete the date of work, estimated hours, and reason for request. The superintendent will sign on the "estimated" line and return the form to you. After you have worked the hours, complete the "actual hours" line, have the superintendent sign on the "actual" line and return the form to the assistant treasurer. Please complete a separate form for each date requested.

Under "Request to USE", complete the date of use and total hours. Sign, date and submit the form to the assistant treasurer. After verifying available hours, the assistant treasurer will forward the form to the superintendent for approval. You will only be notified if your request is denied or exceeds your balance. Please list the number of hours for each day used.

Request to EARN Compensatory Time:

Request to USE Compensatory Time:

Date of work _____

Date of use _____

Total estimated hours _____

Total hours to be used _____

(submit before hours are worked)

Total actual hours _____

(submit after hours are worked)

Reason for request: _____

Treasurer Use: _____ x 1.5 = _____
actual calculated

Employee Signature _____

Date of Request _____

APPROVED DENIED Balance = _____ hours

Superintendent Signature _____ (estimated)

Superintendent Signature _____ (actual)

Reason for Denial: _____