Port Angeles School District 121
216 East 4th Street
Port Angeles, WA 98362

COMPENSATORY TIME RECORD SHEET

For Classified Employees

Name:_____ Location: _____

Position: _____School Year Beginning _____

Regular Hours per Day _____Regulars Hours per Week _____Balance Forward _____

Please use one line per entry. List comp time earned and comp time used on separate lines.
Comp factors: Less than 8 hours = 1.00; Over 8 hours = 1.50; Sunday = 2.0 (PAEOP only);
Holiday comp factor in addition to base pay = 1.50 (PAEOP, Teamsters), 1.0 (Para Ed, Unrepresented), 2.0 (PSE)

Comp Time Earned					Comp Time Used			
Date	Hours Worked Beyond Regular Scheduled Hours	Comp Factor	Supervisor Authorization	Comp Hours Earned	Date Comp Hours Taken	Comp Hours Taken	Supervisor Authorization	Accumulative Total
							BALANCE	

I wish to carry forward the balance of my comp time ☐

I wish to cash out the balance of my comp time ☐

Budget Account #

Supervisor Authorization:

This form is to be submitted monthly by the 10th of each month to your supervisor.