

Palisades Charter High School

Classified Staff Request to Accrue and Plan To Use (COMP) Compensation Time Off

Employee Name: _____ Date of Request: _____

Position: _____ Supervisor Name: _____

Reason for Request: _____

(A) DATES WORKED IN PROCESS OF EARNING COMP TIME

Section A shall be completed and approved before employee works the comp time

(From) Beginning Date _____ (Through) _____ Ending Date _____

Employee Work Year Guide: Time and one half rates applies only when comp time has been worked in lieu of overtime.

12 months employee = 120 hours max 11 months employee = 110 hours max 10 months employee = 100 hours max

_____ X 1.5 hours = _____

Comp Time Hours Worked _____ Comp Time Off (CTO) Hours Earned _____

Employee Signature: _____ Date: _____

Administrator Name: _____ Signature: _____ Date: _____

(B) PLAN TO USE COMPENSATORY TIME OFF

Section B shall be completed and approved when employee plans to take his/her earned comp time hours

Begin Use of Comp Time Date: _____

End Use of Comp Time Date: _____

Comp Time Hours Used _____ Balance of Comp Time Hours Remaining _____

Administrator Approval: _____ Date Approved: _____

Date _____ comp time form copy forwarded to Eleanor Rozell and the Human Resources Office

Please retain a copy of the comp time form for your records. In lieu of overtime, employees shall be entitled to compensatory time off ("CTO") at the rate of one and one-half times the normal rate of pay accrued. Accrued time and requested time must be pre-approved by the supervisor.

Classified Staff Request to Accrue and Plan To Use (COMP) Compensation Time Off

Comp time work shall only be assigned when the supervisor determines that additional work/project cannot be completed during the normal work day. Comp time work shall be assigned in an equitable manner.

In lieu of overtime pay, employees shall be entitled to compensatory time off at the rate of one and one-half times the normal rate of pay with prior written authorization from their supervisor. Employees shall be provided compensatory time off in a manner consistent with State and Federal laws. Compensatory time off must be taken within the fiscal year it is earned. Earned compensatory time off shall be scheduled in a manner consistent with State and Federal laws.

Procedures:

- 1. The supervisor shall adhere to the work year guide below.**

<p><u>Employee Work Year Guide:</u> Maximum comp time hours that can be assigned</p> <p>a) 12 months work year = 120 maximum hours</p> <p>b) 11 months work year = 110 maximum hours</p> <p>c) 10 months work year = 100 maximum hours</p> <p>d) 9 months work year = 90 maximum hours</p>
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- 2. The supervisor shall complete and sign off on section A before the employee can engage in agreed upon comp time work.**
- 3. Supervisor and Employee shall mutually agree on dates/times when the employee would take the comp time hours off.**
- 4. The employee shall complete section B and obtain the supervisor's signature.**
- 5. The supervisor shall submit a signed copy of the comp time form to HR and Eleanor Rozell.**