

REQUEST FOR COMP TIME

I _____ hereby request compensatory time off in lieu of overtime pay, in accordance with Article IV E of the CSEA contract. I understand that the number of overtime hours worked will be converted to 1.5 times the total hours worked to the number of hours to be used as comp time. (4 hours overtime worked = 6 hours comp time)

No overtime or compensatory time shall be granted without specific approval in advance by the immediate supervisor.

The time I worked overtime and request comp time instead is as follows:

Identify Date(s)

Identify Time(s)

The time I request to take off through use of the above noted time is as follows:

Identify Date(s)

Identify Time(s)

Employee Please Print

Employee Signature Date

- Approved
- Not approved

Supervisor

Date