Stanwood-Camano School District #401
Compensatory Time Record

Name _____ Location _____ Position Title _____

Regularly Scheduled Hours/Day [ ] Regularly Scheduled Hours/Week [ ]

Note: Compensatory time is defined as hours worked in excess of your regularly scheduled hours/week. Compensatory time is calculated at time and one half for hours worked in excess of 40 hours per week and straight time for hours worked under 40 hours/week.

Date	Hours Worked in Excess of Regularly Scheduled Hours	Supervisor's Prior Approval	Compensatory Time x 1.5 (Hrs in excess of 40/week)	Compensatory Time Balance	Compensatory Time Taken	Date	Supervisor Verification

Employee's Signature _____

Supervisor's Signature _____