

Tulare County Office of Education

Tim A. Hire, County Superintendent of Schools

MONTHLY COMP TIME LOG

Use this form for **COMP TIME ONLY**. For pay, record your time on a green Authorization Time Sheet

NAME _____
 SS# XXX - XX - _____
 SITE _____

Please Record Comp Time Earned for the month below. Carry over the balance to a new form for the following month.

COMP TIME EARNED AND/OR COMP TIME USED FOR THE **MONTH OF:** _____ 20__

Date	Reason	Subfinder #	Actual Hours Worked/Used From - To	*** Lunch Break	Comp Time Earned (hours x 1.5)	Comp Time Used	Running Balance
Example: 03/17/12	Mock Trial		8am-5pm = 9 Hrs	1.00	8 Hrs X1.50 = 12Hrs		
Total: Hours Worked/Comp Time Earned/Comp Time Used							

*** An employee working six (6) or more hours in a day is required to take a minimum of thirty (30) minutes for a lunch break.

Employee's Signature Date

Supervisor's Signature Date

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AUTHORIZATION FOR COMP TIME

Reason for Request (daily accounting should be done on the reverse side of this form for comp time only.)	Date(s) work is to be performed	Estimated # of Hours
<div style="display: flex; justify-content: space-between;"> Supervisor Approval _____ Date _____ Event Supervisor Approval _____ Date _____ </div> <div style="background-color: #cccccc; padding: 2px;">Time earned is 1.5 x hours.</div> <div style="border: none; font-style: italic;">(For Comp Time use this blue Authorization form.)</div>	<div style="display: flex; justify-content: space-between;"> Division Assistant Supt _____ Date _____ </div>	

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