

OVERTIME RECORD

Employee Name: _____

Building/Department: _____

This record is to be maintained only for recording compensatory time earned and used for hours worked beyond the 8 hours per day or the 40 hours in a work week. Comp time must be granted at the rate of 1.5 hours for each hour of overtime, except for Sundays and holidays, which must be granted at the rate of two (2) hours for each hour of overtime. Employees should review their respective bargained agreement for more clarification. The double time for Sundays and holidays is granted regardless of the amount of time worked during the week.

Initials	Date worked	# hours worked	# hours earned	Payment selected	Date to be used	# Hours to be used	Total remaining
			1.5 X	Comp			
			2 X	Pay			
			1.5 X	Comp			
			2 X	Pay			
			1.5 X	Comp			
			2 X	Pay			
			1.5 X	Comp			
			2 X	Pay			
			1.5 X	Comp			
			2 X	Pay			
			1.5 X	Comp			
			2 X	Pay			
			1.5 X	Comp			
			2 X	Pay			
			1.5 X	Comp			
			2 X	Pay			

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE