

CLAIM OF COMPENSATORY TIME EARNED

Teacher Name: _____

I am requesting comp time for the following:

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Minutes Earned</u>	<u>Explanation</u>

Total Minutes Earned: _____

Teacher Signature: _____

Principal's Signature: _____

Superintendent's Signature: _____

Payroll Signature: _____