Woodland Hills School District
Compensatory Time Submission Form
Non Custodial PSEA Support Staff

Name _____

Building _____

Work Week _____

The Calculation of Compensatory Time for Non-Custodial PSEA Employees is as follows:

Day	Date	Time In	Time Out	Break Period(s)	Hours *Worked* Per Day (Exclude Break Times)
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
			Total Hours Worked		

Less 35 Working Hours **- 35**

Equals Total EXTRA Hours Worked _____

Up to First 5 EXTRA hours worked multiply by 1.0 = **(a)**

EXTRA Hours worked over 5 hours multiplied by 1.5 = **(b)**

Add (a) + (b) = Total Comp Hours Earned _____

Employee Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

This form must be ATTACHED to the Weekly Time sheet and sent to the Payroll Office for processing.
Comp Hours Earned must be used by half day or full day increments ONLY.
(3.5 hours of Comp Hours Earned = HALF DAY OFF. 7 hours of Comp Hours Earned = ONE DAY OFF)

*** Compensatory Time Earned shall not exceed a total of five (5) days in any fiscal year.**
*** All Comp Time Earned during a school year must be used by June 30th of that school year.**

REV 11/2008