Greene County Schools
Overtime/Compensatory Time Record

All overtime/compensatory time MUST be approved by the director or designee. Compensatory time will be time and a half for every hour worked in excess of forty (40) hours in a work week. All compensatory time must be documented and taken within thirty (30) days after it is earned, at the discretion of the director or designee. THIS FORM IS TO BE FILED WITH THE CLASSIFIED PAYROLL CLERK WHEN COMPLETED AND AT THE END OF THE FISCAL YEAR IF PARTIALLY COMPLETED. The date compensatory time is taken MUST be initialed by the employee and the director or designee.

Employee's Name: _____ Position: _____

Date	Overtime Worked	Reason for Overtime	Employee Initials	Date Approved By Director or Designee	Director or Designee Initials	Compensatory Time Earned	Compensatory Time Taken	Date	Employee Initials	Director or Designee Initials	Balance