

Compensatory (Comp) Time for GRTA Member
For the 2014-15 & 2015-16 years *(extended through 2018)*

Information & Instructions for Tracking & Using Comp Time

Background:

Per GRTA article 23.2.2.3: On a trial basis, and for the 2014-15 and 2015-16 school years only, teachers may, at their own discretion, accept compensatory time in lieu of payment for services rendered as a substitute under Article XXII. Compensatory time may be used in lieu of any category of sick leave.

General Information:

It is the responsibility of the GRTA member to indicate they would like to receive Comp time instead of pay for performing sub work. It is also the responsibility of the GRTA member to keep the appropriate documentation (as specified below) to track and use their approved Comp time.

Instructions to Teachers:

Tracking Comp Time

1. At the time a teacher signs the timesheet verifying they have provided substitute services for another teacher (the Aesop sign-in sheet) the teacher should indicate "**COMP**" next to their signature.
2. Teacher should get a copy of the Aesop sign-in sheet (#1 above) they **signed and indicated "COMP"**
3. **Teacher should take this copy** (#2 above) **and obtain an original signature and date from their supervisor**
4. Once the **teacher gets supervisor signature and date**, they must be sure **to keep this copy with an original signature and date (#3 above)** to submit with their **request to use their Comp time**.

Using Comp Time

5. Complete the information below to Request supervisor approval to utilize Comp time. **Follow guidelines in Article 10.1 & 10.2 when requesting Sick Leave & Personal Necessity (PN) Leave**
6. Use of Comp Time is subject to prior approval (2 days and contingent on sub availability.)
7. You **MUST attach** your copy of the Aesop sign-in sheet **with original supervisor signature and date** (reference in #4 above), no later than June 3rd or the District will consider all comp-time used or is to be cash out.

Cashing out Un-used Comp Time

8. You **MUST attach** your copy of the Aesop sign-in sheet **with original supervisor signature and date** (reference in #4 above), no later than June 3rd for payment or the District will consider all comp-time used.

GRTA REQUEST TO:

USE COMP TIME

PAY COMP TIME *(Must be submitted by June 3rd)*

Absence Date Requested: _____ (Full Days only)

Absence Reason: Sick Leave

(Circle/indicate) PN (specify): _____

GRTA Member Name (Print): _____ Site: _____

GRTA Member Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Usage: Upon approval, site secretary will notify GRTA member of approval, enter the absence in Aesop, and forward documentation to the District Office. **Payment:** Upon approval, site secretary will notify GRTA member of approval, and forward documentation to the District Office no later than June 3rd or the next business day if weekend/Holiday.