

# Comp Time Log

Employee Name: \_\_\_\_\_

Date	Hours	Activity

Total Hours: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Comp time must be turned in within 14 days of the overtime to the payroll department. There is a maximum comp time accrual of 40 hours and any comp time exceeding this limit will be paid. Accumulated comp time must be scheduled as soon as practical after the end of the payroll period in which the overtime was worked. Any comp time unused after 60 days will be paid/forfeited. Requests to use accrued comp time are handled in the same manner as leave requests and must be requested in advance.