

Anthony Independent School District

Comp Time Pre-approval Request Form

- Accumulation of time earned will apply to time worked in excess of 40-hours per workweek. The workweek is defined as Saturday - Friday.
 - Lunch breaks are not work hours; therefore, if an uninterrupted lunch break is not taken the lunch break becomes work hours. It is an employee's responsibility to inform his/her supervisor if any lunch breaks are missed and additional work hours have been earned.
 - Compensatory time worked in excess of the workweek will be accumulated at 1 ½ times.
 - No accumulation will be allowed for time worked in increments of less than 15 minutes.
 - Formal submission of compensatory time shall be via the Timekeeping system. Employee should use **job code 630** when earning comp time.
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Employee Name: _____

Department: _____

Date: _____

Estimated time in hours to complete task _____

Justification for comp time:

Employee's Signature

Principal's/Supervisor's Signature

Date