

**WHEATLAND SCHOOL DISTRICT  
COMPENSATORY/TRADE TIME FORM**

Employee \_\_\_\_\_

Location \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Date(s) and reason of additional regular time or overtime:

<b>Date</b>	<b>Reason</b>	<b>Work Schedule</b>	<b>Extra Time Schedule</b>	<i>HR Use Only</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Superintendent's Signature

Hours and Overtime - Compensatory Time Off:

Employees who are officially authorized to work overtime are paid according to the District policy governing such payments. Except as regulated by federal and state law, employees may elect to have compensatory time off to compensate for overtime. Compensatory time off cannot be accumulated for more than forty (40) hours. The compensatory time off may be used only with prior approval of the employee's supervisor, and must be used within twelve (12) months.

AUTHORIZATION FOR ADDITIONAL OR OVERTIME: Prior authorization for additional or overtime must be obtained from the superintendent.

**District Office Use ONLY - No Writing Below This Line**

COMPENSATORY/TRADE TIME COMPUTATION:

**REGULAR TIME** (up to 40 hours per week): \_\_\_\_\_

# of Hours Worked over regular daily hours = Trade Time

**OVERTIME:** \_\_\_\_\_ X 1.5 = \_\_\_\_\_  
# of Hours Worked Over 40      Overtime Factor      Total Comp. Time