

# DeWitt-Lavaca Special Education Cooperative

## Request for Compensatory Time Approval



### Guidelines for Compensatory Time:

- Compensatory time is applicable in instances where time beyond the standard work day is required by a circumstance requiring work beyond the applicant's normal working hours and is not within the direct control of the applicant.
- Application must be made to and approved by the Executive Director or assigned supervisor according to policy and guidelines.
- Compensatory time should be used within a reasonable time frame (approximately 30 days) and must be used by the end of the applicant's contract or calendar days during the school year in which it was earned.
- Exceptions to these guidelines may be made at the discretion of the Executive Director based upon individualized circumstances.

**Applicant:** \_\_\_\_\_

### Requested Compensatory Time to Be:

**Earned**

Hours Worked: \_\_\_\_\_ to \_\_\_\_\_

Total Time Worked: \_\_\_\_\_

Date: \_\_\_\_\_

**Used**

Hours Requested: \_\_\_\_\_

Date to Be Used: \_\_\_\_\_

### Justification for Request:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**APPROVED**

**DENIED**

Stipulations for Approval (if any):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Executive Director / Supervisor

\_\_\_\_\_  
Date

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