Tulare County Office of Education

Jim Vidak, County Superintendent of Schools

MONTHLY COMP TIME LOG

Use this form for COMP TIME ONLY. For pay, record your time on a green Authorization Time Sheet.

NAME _____

SS# XXX - XX - _____

SITE _____

Please Record Comp Time Earned for the month written in below ONLY. Carry over the balance to a new form for the following month.

COMP TIME EARNED AND/OR USED FOR FOR THE MONTH OF _____ 200_____

Date Comp Time Earned/ Used	Reason	Actual Hours Worked/Used From - To	Earned hours (time x 1.5)	Hours Used	Supervisor initials	Running Balance
Example: 9/1/2006	Mock Trial	5-7 p.m.				
Total: Hours Worked/Comp Time Earned/Comp Time Used						

Employee's Signature Date

Supervisor's Signature Date