

## Compensatory Time Tracking Sheet

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

\_\_\_\_\_  
Supervisor's Name

### Time Requested for Comp Time

Month	Day	Year	From	To	Hours Earned (Over 40)	Supervisor Approval

### Record of Compensatory Time Used

Month	Day	Year	From	To	Balance Remaining

Review the guidelines at <http://www.austincc.edu/admrule/6.10.012.htm>