

# CABOT SCHOOL DISTRICT

# 2021 - 2022 Overtime/Comp Time

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

ID Number: \_\_\_\_\_

Contract Hours per day: \_\_\_\_\_

Please fill in the **hours** each day that you are working over your contracted hours.

Week Ending Date		Sun	Mon	Tue	Wed	Thu	Fri	Sat	TOTAL	Central Office Use
	Hours over:									
	Comp time									
	Used:									
	Hours over:									
	Comp time									
	Used:									
	Hours over:									
	Comp time									
	Used:									
	Hours over:									
	Comp time									
	Used:									
	Hours over:									
	Comp time									
	Used:									
Total overtime this pay period										
Previous Balance										
<b>CURRENT BALANCE (can not exceed 40 hours)</b>										

Overtime is to be: **PAID**   
**COMP TIME**

\_\_\_\_\_  
 Employee Signature / Date

\_\_\_\_\_  
 Supervisor's signature / Date

**Reason for Overtime**  Pre-approved by Superintendent  
 Other Explain: \_\_\_\_\_

Overtime/Comp Sheets should be completed monthly. Below are the Pay Period end dates. Please submit your time sheet as soon as possible after the Pay Period end date.

- Jul 30
- Aug 27
- Oct 29
- Dec 17
- Feb 25
- Apr 29
- Sept 24
- Nov 19
- Jan 28
- Apr 1
- May - last day of school