



# COOK COUNTY SCHOOL DISTRICT 130

## *Human Resources Department*

12300 S. Greenwood Avenue  
Blue Island, IL 60406

Telephone: (708) 385-6800  
Facsimile: (708) 385-8467

### **Request, Authorization, and Report of Compensatory Time**

To request compensatory time off through your Supervisor, the following applies:

1. Compensatory time will be calculated at the employee's regular rate until the 40 hour work week limit is reached. Once the employee has exceeded the 40 hour work week, all compensatory time will be calculated at one and one-half (1.5) time.
2. Employees must submit the request below to their Supervisor for approval for compensatory time prior to the work being completed.
3. Once the work is completed, please fill out "Completion of Work for Compensatory Time" section below.
4. Submit completed form to the Office Coordinator.
5. Communicate verbally at least one day in advance with your supervisor when requesting to use compensatory time. After receiving approval, please enter the absence into the Frontline system as "Other," indicating in the notes that this is "Comp Time," and how many hours will be used.

#### ***Employee Information:***

Employee Name:	
Building/Dept.:	
Job Title:	
Today's Date:	

#### ***Request for Compensatory Time:***

Date of Work to be Completed	Number of Hours Requested	Reason that Compensatory Time if Required	Signature from Supervisor

#### ***Completion of Work for Compensatory Time:***

Date Work is Completed	Number of Actual Hours Submitted	Signature from Supervisor for Approval of the Compensatory Time Requested



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