

## **COMP AND FLEX TIME LOG**

Nebo School District Policy #GCR — Overtime, Compensatory Time, and Flexible Work Time requires supervisors to keep a record of all comp time accrued and used. The policy also requires supervisors to keep a record of all flex time used. Comp time may be granted in lieu of overtime pay by supervisors when employees are required to work more than forty (40) hours in a workweek. Comp time accrues at a rate of one and one-half (1.5) hours for each hour of overtime worked. Flex time is different than comp time. Flex time means time worked and taken off in the same workweek, outside of the employee's normal work schedule, that does not amount to more than forty (40) hours. Flex time must be approved by supervisors and is granted at a ratio of one (1) hour of time off for each extra hour worked. Both comp time and flex time can be documented and maintained using this form.

Employee:	 School/D	Dept:		
Job Title:	Hours Per Week:	Supe	ervisor:	-
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Date	Extra Hours Worked	Reason for Extra Hours Worked	Hours X 1.5 (comp)	Hours X 1 (flex)	Hours Used	Balance	Supervisor Initials