



Dedicated To Quality Education



Gridley Unified School District
429 Magnolia Street Gridley, California 95948-2533
Phone (530) 846-4721 Fax (530) 846-4595
Jordan Reeves, Superintendent

REQUEST FOR OVERTIME / COMP TIME APPROVAL

CSEA: 15.7 Overtime is work performed either in excess of eight (8) hours in any one day or forty (40) hours in any calendar week.

GTA: 11.11 A teacher substituting for another teacher during his/her preparation period will accumulate one (1) period credit for each hour and/or period covered. The accumulated credit may be used by the teachers as comp time.

Name: _____ Today's Date: _____

**If you hold more than one position, please indicate below the site and position you are working the overtime or comp time in:

TO EARN COMP TIME

DATE REQUESTED: _____ **Site/Position:** _____

Start Time: _____ End Time: _____ Number of Hours Worked: _____

Extra Work Description: _____

DATE REQUESTED: _____ **Site/Position:** _____

Start Time: _____ End Time: _____ Number of Hours Worked: _____

Extra Work Description: _____

DATE REQUESTED: _____ **Site/Position:** _____

Start Time: _____ End Time: _____ Number of Hours Worked: _____

Extra Work Description: _____

(Classified) Total Overtime Hours Worked: _____ X 1.5 = _____
comp time earned

(Certificated) Total Overtime Hours Worked: _____ = _____
comp time earned

Employee Signature: _____

Date

Approved By: _____

Signature

Date