



Dedicated To Quality Education



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

**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: \_\_\_\_\_

\*Advance approval from direct supervisor is required for overtime and comp time.

\*\*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