OVERTIME/COMPENSATORY TIME LOG

The Perry Board of Education recognizes a standard work week of forty hours for non-teaching employees. Hours worked beyond forty hours will constitute overtime pay or compensatory time off at time and a half. Paid holidays will count towards the forty hour work week. Other absences (sick leave, personal days, etc.) will not count towards the forty hours.

EMPLOYEE	DATE	ACTUAL HOURS WORKED	HOURS COMPUTED @ TIME AND A HALF	REASON FOR WORK	DISPOSITION OF TIME (Date Submitted)	
					Pay	Comp Time