

**Woodland Hills School District  
Compensatory Time Submission Form  
Custodial PSEA Support Staff**

Name \_\_\_\_\_

Building \_\_\_\_\_

Work Week \_\_\_\_\_

*The Calculation of Compensatory Time for employees not permitted to leave the building for lunch breaks is as follows:*

Day	Date	Time In	Time Out	Hours Per Day (Include Breaks)
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
<b>Total Hours Worked</b>				

Less 40 Hours                      - 40

Equals EXTRA Hours Worked \_\_\_\_\_

EXTRA Hours Worked multiplied by 1.5                      X 1.5

Equal Total Comp Hours Earned \_\_\_\_\_

Number of Vacation Days Allotted for School Year: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This form must be ATTACHED to the Weekly Time sheet and sent to the Payroll Office for processing  
Comp Time must be used by half day or full day increments ONLY.  
(4 hours of Comp Hours Earned = HALF DAY OFF. 8 hours of Comp Hours Earned = ONE DAY OFF)*

- \* **Compensatory Time Earned shall not exceed a total of five (5) days in any fiscal year.**
- \* **All Comp Time Earned during a school year must be used by June 30th of that school year.**
- \* **Facilities employees with sixteen (16) vacation days are allowed four (4) days of Comp Time.**
- \* **Facilities employees with seventeen (17) vacation days are allowed three (3) days of Comp Time.**
- \* **Facilities employees with twenty (20) or more vacation days are NOT eligible for ANY Comp Time.**