Mt. Pleasant Public Schools
720 N. Kinney Avenue
Mt. Pleasant, MI 48858

Superintendent
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Assistant Superintendent
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Chief Financial Officer
Ginger Faber
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COMPENSATORY TIME GUIDELINES

Employees must request and receive supervisory pre-approval for scheduling and using accrued compensatory time. You must have an approved compensatory time balance before coding using Compensatory Time.

Bargaining unit members requested by an administrator to work when school is NOT in session shall be compensated. At the time the hours are worked, the bargaining unit member and his/her administrator shall mutually determine whether the bargaining unit member shall receive his/her regular hourly rate or compensatory time. Bargaining unit members are encouraged to use compensatory time within two weeks but other arrangements may be made as mutually agreed upon by the bargaining unit member and the administrator. The comp time form must be completed and signed prior to working for comp time.

Employee Name:_____Direct Supervisor:_____

Date of Comp Time Earned or Used	**Time** of Day of Comp Time Earned or Used	Actual Minutes Earned or Used	Description/Reason for Compensatory Time	Pre-Approval Initials	Approval of Usage Initials

Comp time should be used when students are not in the building.
Comp time does not carry over and must be used in the year earned.

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