

Blackfeet Tribe REQUEST TO EARN COMPENSATORY TIME

Employee Name _____

Department _____

Pay Period _____

Compensatory time must be requested and approved in advance. Compensatory time is earned at the rate of one and one-half (1-1/2) hour for each hour worked in excess of forty (40) hours in one workweek.

Date	Day	Estimated Hours	Actual Hours	Employee Signature	Supervisor Signature
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				

Justification: _____

Accomplishments: _____

APPROVED: NOT APPROVED: Reason not approved: _____

Supervisor: _____ Date: _____