VILLAGE OF RYE BROOK
COMPENSATORY TIME RECORD

Employee Name: _____

Supervisor Name: _____

This record is to be maintained by the individual department head for any employees eligible for compensatory time, and shall be submitted by the Department Head to the Deputy Treasurer by the first day of every month *only if the employee has earned or used any compensatory days in the prior month* . All requests for compensatory time must be agreed upon by the department head in writing *in advance* using this form. All compensatory time balances 3.5 hours or more must be exhausted prior to using any Vacation or Personal leave. Running balances should not exceed fourteen (14) hours*.

DATE REQUESTED	REASON	EMPLOYEE'S INITIALS	SUPERVISOR'S INITIALS	DATE WORKED OR DATE USED	HOURS WORKED	HOURS EARNED	HOURS USED	RUNNING BALANCE

* The only exception to the maximum accumulation is compensatory time earned as a result of a multi-day community event (i.e. Carnival), Summer Day Camp or Summer Teen Travel Camp. In these rare instances, the maximum accumulation must be brought within the 14 hour limit within 30 days following the conclusion of the event or camp. All employees currently exceeding 14 hours of compensatory time will also have 30 days to bring their accumulated balance within the specified limit.