

Ridgway Area School District

USE OF COMP TIME

What is the Purpose of the Form?

This form is used to request comp time.

Who Should File the Form?

Secretary, Counselors, Nurses, IST teachers

When Should the Form be Filed?

The principal must authorize comp time. The day taken must be approved by the principal prior to ones absence.

Secretaries, Counselors – 10 days

Nurses – 5 days

IST Teachers – 3 days

Special Notes:

Comp time cannot be carried over from one year to the next.

RASD COMPENSATORY TIME **RASD**

*The top half of this form should be completed whenever a Principal authorizes a Comp Day.
The entire form should be maintained by the respective employee.*

Employee _____ Date _____ School Year _____

Duty _____

(Check One) Full Day _____ Half Day _____

Principal's Signature/Authorization

COMPENSATORY TIME DAYS

The bottom half of this form should be completed whenever an employee plans to be absent from duty and is utilizing Comp Time.

The entire form should be sent to Missy Patterson.

Employee _____ Date _____

I plan to be away from work on _____
Date

as a COMP TIME (Check One) Day _____ Half Day _____.

Employee's Signature

Principal's Signature