VISTA UNIFIED SCHOOL DISTRICT
EXTRA TIME/ COMPENSATORY TIME RECORD

Name of Employee: _____.
Total regular hours worked:_____ per day week
(circle one)

			TOTAL HOURS EARNED (+)					
DATE	EXPLANATION	Extra time/ Over time hours worked	Extra Time@ 1.0	Overtime @ 1.5	HOURS TAKEN (-)	BALANCE (=)	EMPLOYEE SIGNATURE	SUPERVISOR SIGNATURE

1. Extra time/ compensatory time must be preapproved by the employee's immediate supervisor before the time can be accrued.

2. Extra time/ compensatory time off shall be granted within twelve (12) calendar months following the month in which the overtime was worked and without impairing the services of the District.

3. The use of earned extra time/ compensatory time must be pre approved by the employee's immediate supervisor.

4. Extra time is accrued for employees who work less than 8 hours a day or less than 40 hours per week.
Extra time is accrued as straight time. One hour worked equals one hour of earned time.

5. Compensatory time is accrued at time and one half only if an employee has worked over 8 hours in one day or 40 hours in one week.

6. If the employee has a carryover balance, place on the first line

Robert Johnson
VUSD/ CSEA Tentative Agreement October 13, 2010
Acacia Thede