

INSTRUCTIONS

- ∞ Compensatory time accrued each week must be sent to Human Resources no later than 12:00 noon Friday. Any additional changes can be called in or emailed to Debbie Soares on the following Monday.
- ∞ Indicate on each day of the week, on the *compensatory time accrual sheet*, how many compensatory hours were **earned** for that day.
- ∞ Indicate on each day of the week, on the *weekly attendance sheet*, how many compensatory hours were **used** for that day.