



## INSTRUCTIONS

- Compensatory time accrued each week must be sent to your **attendance keeper** no later than 12:00 noon Friday. Any additional changes can be called in or emailed to Debbie Dzedzic 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.