

COMPENSATORY TIME REQUEST FOR INSTRUCTIONAL EMPLOYEES (ICOMP)

EMPLOYEE'S NAME: _____ MONTH _____

LAST 4 SSN: _____ PAY TYPE: _____ COST CENTER: _____

Teachers (exempt from overtime) may accrue compensatory time consistent with the plan developed and approved through article 7.04 of the LCTA bargaining agreement.

Comp time for **Teachers** must be entered in Time Off Limited Access using the **comp time code ICOMP** so the time will be available for them to use when needed.

All unused **ICOMP** will lapse at the end of the annual employee contract year or upon the resignation of the employee.

ICOMP can only be used when staff do not have students.

No monetary reimbursement shall be awarded for comp time for teachers at any time.

DATE WEEK ENDING (SATURDAY)	REASON FOR COMP TIME	NUMBER OF HOURS TO ENTER INTO SKYWARD

Employee's Signature Date

Supervisor's Signature Date

Has the comp time listed above been entered into Time Off Limited Access? Yes No

Entered By (Sign and Print Name) Date

Comp time for Teachers is not administered by the Benefits, Payroll, or Time & Attendance Departments.