

King William County Public Schools
Use of Compensatory Time Verification Form for Classified Staff

Please submit this form to the Lead Director of Human Resources once compensatory time earned has been used. Please be reminded that Compensatory time will be used within the same pay period for which it is earned. Deviation from this expectation will require approval from the Lead Director of Human Resources.

Employee Name: _____

Approved Date(s): _____ Hours Earned: _____

Date(s) Compensatory Time Was Used:

Has this information been documented in the attendance system? Yes No

**By signing this document, you are verifying that the information provided is accurate and correct.*

Employee Signature: _____

-----**HUMAN RESOURCES RECEIPT OF VERIFICATION**-----

Date Received: _____

Lead Director of Human Resources

Date