ORCUTT UNION SCHOOL DISTRICT

CLASSIFIED OVERTIME SHEET

FOR THE MONTH OF _____20 _____

NAME:_____ **POSITION:_____**

SIGNATURE:_____ **SITE:_____**

The CSEA contract states in 13.12.2 that "compensatory time shall be taken at a time mutually acceptable to the employee in the bargaining unit and the District within twelve (12) months of the date on which it was earned."

SUPERVISOR APPROVAL:_____ **TOTAL HOURS WORKED:_____**

DATE	HRS/MIN WORKED	COMP.	PAY	REASON FOR OVERTIME	BUDGET	*APP.

**** Supervisor's daily pre-approval initials.***