

# BARUCH COLLEGE CUNY - OFFICE OF HUMAN RESOURCES

## CLASSIFIED STAFF COMPENSATORY TIME AUTHORIZATION FORM

**INSTRUCTIONS:** Supervisor completes form and forwards to Human Resources Office.

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

This is to inform you that the above named employee has been authorized by me to work compensatory time on the following dates:

**Monday:** \_\_\_\_\_ **from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Tuesday:** \_\_\_\_\_ **from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Wednesday:** \_\_\_\_\_ **from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Thursday:** \_\_\_\_\_ **from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Friday:** \_\_\_\_\_ **from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Saturday:** \_\_\_\_\_ **from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Sunday:** \_\_\_\_\_ **from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Total Hours:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

Supervisor

**Approved:** \_\_\_\_\_

Human Resources Officer

Compensatory time is time worked, with supervisor's approval, beyond the normal work week. The compensation is in time, not money.

Earned compensatory time must be used within 90 days of the date that the employee is credited with compensatory time, or it will be added to the employee's sick leave balance.