

2004 REPORT OF COMPENSATORY TIME EARNED FOR PROFESSIONAL EMPLOYEES

UNIVERSITY OF NEVADA, LAS VEGAS

Employee Name: _____

Department: _____

Month/Day	August		September		October		November		December	
Beginning Balance										
Extra Hours Worked/Earned	Extra Hrs. Worked	Comp. Hrs. Earned	Extra Hrs. Worked	Comp. Hrs. Earned	Extra Hrs. Worked	Comp. Hrs. Earned	Extra Hrs. Worked	Comp. Hrs. Earned	Extra Hrs. Worked	Comp. Hrs. Earned
1										
2										
3										
4										
5										
6										
7										
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25										
26										
27										
28										
29										
30										
31										
Hours Earned										
Hours Used										
Balance Forward										

****All compensatory time worked must be pre-approved by your immediate supervisor. Please record the number of hours worked over 40 for a given week in the column labeled "Extra Hrs. Worked". In the column labeled "Comp. Hrs. Earned", multiply the number of extra hours worked by .5 to calculate the amount of compensatory hours earned. A workweek begins at 12:01am on Sunday and ends the following Saturday at 12:00pm.****

By signing this document, you acknowledge that you understand the provisions detailed in the Interim Overtime Policy for Professional Employees that was enclosed with the memorandum from Sam Connally, Associate Vice President for Human Resources and Diversity Initiatives dated August 23, 2004 and is available at the following Website: hr.unlv.edu/flsa

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____