

CUBA INDEPENDENT SCHOOL DISTRICT



 TO: _____
 (Principal/Supervisor)

FROM: _____
 (Staff Name)

RE: **REQUEST FOR EXCHANGE/COMPENSATORY TIME**

Date(s) Requested to Work (beyond contracted workday)	Time Requested to Work		Total Time (Hours)	Comp. Hours Earned Non-Exempt Staff: (Total Time x 1.5) Exempt Staff: (Total Time x 1.0)
	From	To		

TOTAL _____

REASON FOR REQUEST FOR COMPENSATORY TIME:

 EMPLOYEE SIGNATURE

 **PRINCIPAL/SUPERVISOR SIGNATURE

**** WHEN REQUESTING EXCHANGE TIME PLEASE ATTACH COPY OF THIS DOCUMENT
 (containing all approval signatures) WITH YOUR TIMESHEET****

COMPENSATORY TIME REQUEST IS: APPROVED NOT APPROVED

****SUPERINTENDENT'S SIGNATURE:** _____

Note: Compensatory time is to be requested in advance of the exchange. Comp time earned must be used within 20 days after the comp time is earned. This form must be attached with leave request.

As per Cuba Unified Employees Contract Agreement with Cuba Independent Schools: Comp time not taken within twenty (20) workdays after earned will, upon request of the employee, be compensated as required by the FLSA.

Cc: CISD Business Office

08/15/2012

PO Box 70, #50 County Rd 13, Cuba, NM 87013, Phone: 575-289-3211, Fax: 575 289-3314

Cuba Independent School District does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status or disability in any educational programs, activities or employment. Cuba Independent School District also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in a school meeting or hearing, or if you wish to receive assistance or information regarding student grievances, language translations of District policy, Section 504 or Title IX, please contact the Superintendent's Office at least one week prior to the meeting or as soon as possible.