

NORTHWESTERN STATE UNIVERSITY
Report of "Blanket" Prior Approved
Unclassified Employee Compensatory Time Earned

TO: _____
 Supervisor Date

FROM: _____
 Employee Budget Unit Title

COMPENSATORY TIME EARNED				
		TIME EARNED		
DATE	FROM	TO	NUMBER OF HOURS	FUNCTION, DUTIES
TOTAL HOURS THIS REPORT			=====	

Employee's Request

Unclassified compensatory time earned must be prior approved and an approved "Unclassified Request for Approval for Compensatory Time" form on file in order to be credited to an employee.

 Employee's Signature Date

Supervisor's Approval

Supervisor is certifying that the employee is not using Compensatory Time to establish a flexible work schedule and that the work performed could not be performed during the employee's regular assigned work schedule and the employee's work schedule is designed to avoid compensatory time when possible.

 Supervisor's Signature Date

Routing: Unclassified (annual leave earning) employee clips to "NSU Daily Attendance and Leave Report" and returns to Supervisor to Business Affairs-Payroll Section