

OVERTIME COMPENSATORY TIME LOG SHEET

FROM DATE: 00/00/00

TIME: 0:00 am pm

TO DATE: 00/00/00

TIME: 0:00 am pm

Reason for Time Worked

Contact Party: Supervisor's name
SUPERVISOR

Compensatory Regular Holiday

Hours Worked: Enter hours

Overtime Regular Holiday

Hours Earned: Enter hours

Employee: _____

Date: Enter Date

Approved by: _____
DEPARTMENT HEAD

Date: Enter Date