

Non-Exempt Employee Using Accrued Compensatory Time Within 2 Payperiods

MOHAVE COUNTY BI-WEEKLY EMPLOYEE TIME

EMPLOYEE Doe Jane B. EMPLOYEE NUMBER 789 PERIOD ENDING Feb 28, 2009

DEPARTMENT NAME	DATE	2/15	2/16	2/17	2/18	2/19	2/20	2/21	1ST WEEK TOTAL HOURS	2/22	2/23	2/24	2/25	2/26	2/27	2/28	2ND WEEK TOTAL HOURS	PAY PERIOD TOTAL HOURS
<u>100-3500</u>									<u>8</u>								<u>40</u>	<u>48</u>
ACTUAL HOURS WORKED																		

REGULAR HRS _____ OVERTIME HRS _____ REGULAR HRS _____ OVERTIME HRS _____
 HOLIDAY ADDED TO VACATION _____ COMPENSATORY HRS WORKED _____ X 1.5 = _____ COMPENSATORY HOURS ACCRUED THIS PERIOD _____

HOLIDAY LEAVE																		
PAID TIME OFF				<u>2</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>26</u>										<u>26</u>
APPROVED EXT. ILLNESS BANK (EIB)																		
COMPENSATORY TIME USED				<u>6</u>				<u>6</u>										<u>6</u>
BEREAVEMENT LEAVE																		
OTHER LEAVE (SPECIFY) _____																		
									<u>40</u>									<u>80</u>

I CERTIFY THAT THE TIME REPORTED ABOVE ACCURATELY REFLECTS ACTUAL HOURS WORKED, AND RECOGNIZE THAT FAILURE ON MY PART TO ACCURATELY REPORT ALL HOURS MAY RESULT IN DISCIPLINARY ACTION.

Jane Doe
(SIGNATURE)

I CERTIFY THAT THE HOURS WORKED REFLECTED HEREON REPRESENT, TO THE BEST OF MY KNOWLEDGE, THE ACTUAL NECESSARY SERVICES PERFORMED BY THE EMPLOYEE.

MARK BOSS
(SIGNATURE)

PERSONAL USE OF COUNTY VEHICLES DURING THE TIME PERIOD SHOWN ABOVE WAS AS FOLLOWS (at least one must be applicable):

1. NO PERSONAL USE 2. EXEMPT VEHICLE USED ONLY

3. ONE WAY COMMUTES RATE @ \$ \$1.50 _____

4. COMMUTING MILES @ 0.565 CENTS/MILE = _____

I REQUEST THAT THE EXCESS HOURS ON THIS TIME SHEET BE ACCRUED AS COMPENSATORY LEAVE TIME.

Excess Hours _____ Comp. Hours Accrued: _____ (excess hours x1.5)

I understand that I cannot accrue more than a total of 60 hours of Compensatory Leave and that I must use Compensatory Leave time before taking PTO leave.

Employee Signature _____ Date _____
 Supervisor's Approval _____ Date _____

This employee is correctly using up their accrued compensatory time before beginning to use PTO