

REQUEST FOR APPROVAL OF COMP/FLEX TIME

Educational/Technical Administrators

All Flex or Comp time must be used within the fiscal year granted. It cannot be carried over to another fiscal year.

Employee Name

Employee ID

Department

Dates Worked

Request Type Flex Comp

Hours Requested

Hours requested will be verified by timesheet or notification to your supervisor. This form will be updated by Payroll if less time is worked.

**Requested Dates for
Future Use**

Reason

APPROVAL WORK FLOW

The initiator starts the request by filling in the form and forwarding it to the Exec/Asst Director.
Step 1 - If approved, the Exec/Asst Director forwards the request to the District Superintendent.
Step 2 - If approved, the District Superintendent forwards to Payroll.
Step 3 - Payroll notes the time requested and forwards the form back to the Exec/Asst Director.
Step 4 - The Exec/Asst returns the form to the original requester.

For Payroll Only - Indicate dates taken if different from above

Comments

Approvals: Exec/Asst Director Approval _____
 District Superintendent's Office _____
 Date Received by Payroll _____