

**Canton City Health District**

**Request for Overtime Compensation and Compensatory Time Earned**

**\*Complete all sections in green. Print portrait and in black and white.**

Department Health Division Vital Statistics

Employee Sonte, Joss

Pay Period Start 6/27/2015 Pay Period End 7/10/2015

Report Due 7/13/2015 12:00pm

**<sup>1</sup>REGULAR HOURS WORKED**

Day	Date	Holiday	Sick Time	Vacation Time	Comp Time		Hours Worked	<sup>2</sup> Comp Hours Earned	<sup>3</sup> Overtime Hours Earned	<sup>4</sup> Total Hours
					Used	Other Leave				
Saturday	6/27/2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sunday	6/28/2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Monday	6/29/2015	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Tuesday	6/30/2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Wednesday	7/1/2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Thursday	7/2/2015	0.00	0.00	4.00	4.00	0.00	0.00	0.00	0.00	8.00
Friday	7/3/2015	0.00	1.25	0.00	0.00	0.00	0.00	0.00	0.00	6.75
<b>Total Week One</b>		<b>8.00</b>	<b>1.25</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>22.75</b>	<b>0.00</b>	<b>0.00</b>	<b>40.00</b>
Saturday	7/4/2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sunday	7/5/2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Monday	7/6/2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Tuesday	7/7/2015	0.00	0.00	0.00	0.00	0.00	0.00	1.50	0.00	9.50
Wednesday	7/8/2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Thursday	7/9/2015	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	9.00
Friday	7/10/2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
<b>Total Week Two</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.00</b>	<b>2.50</b>	<b>0.00</b>	<b>42.50</b>
<b>Total Pay Period</b>		<b>8.00</b>	<b>1.25</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>62.75</b>	<b>2.50</b>	<b>0.00</b>	<b>82.50</b>

**Approvals:**

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Health Commissioner \_\_\_\_\_ Date \_\_\_\_\_

Reason for Compensatory Time or Overtime Earned	
7/7/15 - Stayed over to finish registering birth certificates	
7/9/15 - Stayed over to help in EH	
Office Use Only	
Regular Hours Earned:	80.00
Total Comp Earned:	2.50
Total Overtime Earned:	0.00

**<sup>1</sup>FOR REGULAR HOURS WORKED**

- Enter in the number of hours taken for any day that **leave time was taken** (holiday, sick, vacation, comp time used and other leave).
- **Other leave includes:** personal holiday, jury duty, bereavement, military leave, etc.
- **HOURS WORKED** is hours worked that **do not include time earned or leave taken** (holiday, sick, vacation, comp time used and other leave).
- **HOURS WORKED** shall never exceed 8 hours for full-time employees. Part-time employee hours can vary depending on the employee's schedule.

**<sup>2</sup>COMPENSATORY TIME EARNED**

- Enter in the total of compensatory time earned for each day time was earned.
- **CANNOT** earn compensatory time on any day that leave is taken

**<sup>3</sup>OVERTIME HOURS EARNED**

- Enter in the total of overtime hours earned for each day time was earned.
- **CANNOT** earn over time on any day that leave is taken

**<sup>4</sup>TOTAL HOURS (Column L)**

- **EQUALS** all leave taken, hours worked and any compensatory time or overtime earned. **All employees, especially Part-Time, must verify the hours in this column to ensure accuracy with their schedule.**