**CLASSIFIED STAFF COMP TIME LOG**

Revised August 2013

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| **TIME EARNED** | | | | | | | | **TIME TAKEN** | | | **BALANCE OF TIME AVAILABLE** |
| **Date** | **Reason** | **Prior Approval** | **Time Worked** | **Did you actually work 40 hours this week?** | **If yes, comp time earned (hours x 1.5)** | **If no, straight time earned** | **Cumulative Time Earned** | **Date** | **Prior Approval** | **Time Taken** | **Cumulative Time Earned minus Time Taken** |
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