

**Northwestern Connecticut Community College
Authorization for Accrual of Compensatory Time¹**

Name: _____

Date of Request: _____

Current Compensatory Time Balance: _____

Compensatory time is available to members of the Congress bargaining unit who have been authorized to work more than 40 hours in a week.

The employee whose name appears above is authorized to accrue compensatory time as follows:

| <u>Date(s)</u> | <u>Reason(s)</u> | <u>Number of Hours > 40</u> |
|----------------|------------------|--------------------------------|
| | | |
| | | |
| | | |

Requested by: _____
Employee

Date: _____

Recommended by: _____
Supervisor

Date: _____

Approved by: _____
Management Supervisor

Date: _____

* Check here if this compensatory time is being approved after the work was performed, under the emergency exception.

¹ This form applies to authorization of compensatory time for work performed in excess of 40 hours per week by professional staff members in the Congress bargaining unit. An informal work schedule adjustment may also be available for work performed between 35 and 40 hours. Note that accrual of compensatory time is capped at 70 hours and, except in 'special circumstances,' accrued compensatory time must be taken in the same calendar year, or within 3 months of accrual, whichever is later.