

**COMPENSATORY TIME
EXCESS ACCRUAL AUTHORIZATION REQUEST FORM**

Employee Name _____

Division _____ Section _____

Per section 1-20-040 B. of the Employee Handbook, the employee above is requesting authorization to accrue more than 60 hours (84 for commissioned fire personnel) of compensatory time.

A Personnel Action Form must accompany this request. All hours over 60 (84 for commissioned fire personnel) must be used prior to June 30th. Excess compensatory time not used prior to June 30th will not be carried over to subsequent periods. The excess hours will be paid out and the employee will revert to 60 (84 for commissioned fire personnel) effective July 1st.

Justification for request:

_____ is authorized to accrue _____ total hours of compensatory time.
(A maximum of 180 hours can be requested.)

Approvals:

Division Director

Human Resources