

**EASTERN SIERRA UNIFIED SCHOOL DISTRICT
TIMESHEET AND COMPENSATORY TIME REPORT**

Name _____ Month _____ School _____ Position _____

Directions: Please list all hours worked. ALL COMP TIME IS TO BE APPROVED AND INITIALED BY YOUR PRINCIPAL BEFORE IT IS TAKEN. All comp time must be accrued and taken within the same school year (i.e. July 1 to June 30) except for 40 hours of comp time allowed for carry over. (Contract Agreement, Article X,B)

Comp Time Balance	Comp Time Used	Comp Time	Regular Time	Total Hours worked	Principal's Initials (C/T only)	Reason for Comp Time		Time Clock Stamp Goes Here ↓
DAY ONE							In	
							Out	
							In	
							Out	
							In	
							Out	
DAY TWO							In	
							Out	
							In	
							Out	
							In	
							Out	
DAY THREE							In	
							Out	
							In	
							Out	
							In	
							Out	
DAY FOUR							In	
							Out	
							In	
							Out	
							In	
							Out	
DAY FIVE							In	
							Out	
							In	
							Out	
							In	
							Out	
DAY SIX							In	
							Out	
							In	
							Out	
							In	
							Out	
DAY SEVEN							In	
							Out	
							In	
							Out	
							In	
							Out	
DAY EIGHT							In	
							Out	
							In	
							Out	
							In	
							Out	
DAY NINE							In	
							Out	
							In	
							Out	
							In	
							Out	
DAY TEN							In	
							Out	
							In	
							Out	
							In	
							Out	

