



Human Resources

RECORD OF COMPENSATORY LEAVE EARNED

Non-exempt employees will be granted compensatory leave that is hour for hour for time worked beyond the required hours in a workweek in which no more than 40 hours are physically worked. This may happen when an employee has taken leave during the workweek.

Eligible exempt and non-exempt employees will be granted compensatory leave when required to work on a holiday (up to 8 hours/day) or inclement weather day (designated employees only).

For further clarification please refer to [JMU Policy 1303 - Provisions for Granting Overtime and Compensatory Leave](#)

Employee ID #:	
Employee Name:	
Compensatory Hours Earned: List the date in which the hours were earned and the number of hours for that date	

I certify that the above information is correct and this employee is eligible for compensatory time per the guidelines outlined in JMU Policy 1303.

Signature of Authorizing Supervisor

Date

Send to Human Resources at MSC 7009