



Wadena-Deer Creek Schools

## Staff Comp Time Request/Approval

Please fill out and turn in to the office for *Comp Time credit*. In order to use this time in the future, simply notify the office in advance (no paperwork needed).

Name: \_\_\_\_\_ Position: \_\_\_\_\_

I request approval for the following Compensatory time taken:

Date	Function/Event	Total Time in Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____

Staff Signature: \_\_\_\_\_ Principal Approval : \_\_\_\_\_

*Unless you are notified, please consider your time approved.*