

SFCCD-DBO 123
SC/rev 9/03

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

CLASSIFIED COMPENSATORY TIME EARNED

Name _____ Employee No _____

Classification _____

Department _____ Phone No _____

Day of Week _____ Date Worked _____

Compensatory Hrs Worked: From _____ to _____

_____ to _____

_____ to _____

Total Compensatory Hrs Worked: _____

Reason:

Compensatory time earned can not be reported at less than one-half (1/2) hour per day.

Employee's Signature

Date of Signing

Department Head/Administrator

Date

DBO-Classified Payroll

Date

**NOTE: This form must be forwarded to the District Business Office, Classified Payroll Section,
33 Gough Street, San Francisco, CA 94103, as soon as possible.**
