



Arlington Public Schools
 869 MASSACHUSETTS AVENUE
 ARLINGTON, MASSACHUSETTS 02476

Date: _____

COMP TIME FORM – MISSED PREP PERIODS

Please fill out as the situation occurs and send to Payroll as soon as possible. **DO NOT HOLD**. Payroll will keep on file. The bi-weekly timesheets for the period in which the Comp Time is used should reflect the number of accrued hours applied in that two-week period. As a matter of policy, Comp Time must be used in the Academic/Fiscal Years in which it has occurred.

Pre-approved by: Per AEA contract Article VIII section G4

Please submit when you have accrued ½ day (5 – 40 minute preps) or full day (9 – 40 minute preps).

Employee Name: _____

Dept/School Code: _____

Date(s)	Minutes	Use only for Missed Prep time (Reason)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Missed Prep Time _____

Principal/Supervisor Approval

Date

<u>Approved for Payroll</u>	
Superintendent	_____
CFO	_____