DUTCHESS COMMUNITY COLLEGE
NON-TEACHING EDUCATOR
COMPENSATORY TIME REQUEST FORM

As per the current Collective Bargaining Agreement between DCC and DUE, Article 5.05 (d), the Board of Trustees shall grant Non-Teaching Educators compensatory time off for additional job related work required to be performed outside of the NTE's regular work schedule. Such additional required work, whenever feasible, using the College's provided form, must be preapproved by the NTE's supervisor and the division VP or designee. Compensatory time is cumulative up to a maximum of 5 days per fiscal year. The College's unit for computation of accrual shall not be less than one half hour. Required attendance on a non-work day will accrue a half day for up to 3.5 hours of work and a whole day for work in excess of 3.5 hours.

Non-Teaching Educators must complete this form and forward it on to your supervisor for processing. If approved, supervisors shall forward the form onto the Divisional VP for review and final authorization. Employees will be notified of authorization via a signed copy. A copy shall also be sent to the Office of Human Resources.

EMPLOYEE NAME: _____ A# _____

CONTACT PHONE: _____ EMAIL: _____

DATE TO BE WORKED	REGULAR WORK SCHEDULE	ADDITIONAL TIME	TOTAL ADDITIONAL HOURS

Justification: *Please describe the required work that will be done and the necessity for performance outside of the NTE's regular schedule:*

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_____
Employee Signature Date

_____ Approved _____ Declined - *Explanation*_____

_____ _____
Supervisor Date Divisional VP or Designee Date