



Portage Lakes | Career Center

REQUEST FOR USE OF COMPENSATORY TIME

Support Personnel

This form must be completed and submitted to the Superintendent of Portage Lakes Career Center three (3) days in advance, for use of accumulated "comp" time.

Date: _____

Name: _____

Position: _____

Date of Requested "Comp" Time: _____

_____ Full Day

_____ 1/2 Day

A.M.

P.M.

Signature of Employee: _____

Signature of Supervisor: _____

Signature of Superintendent: _____