



# GEYSERVILLE UNIFIED SCHOOL DISTRICT CERTIFICATED RELEASE (COMP) TIME LOG

Employee: \_\_\_\_\_

School Year: \_\_\_\_\_

Certificated employees can earn release time for covering another teacher during their preparatory period **with prior approval from the site administrator** (GTA Contract, Article X, Section 10.0, A). Certificated employees do not receive any paid compensation of release time for covering another teacher's class.

Release time is credited on a one-for-one basis (i.e., work one period, credit for one period).

Certificated staff can also use this form to record straight compensated (comp) time credit, as approved. Comp time is also given at one hour comp time earned equal to one class period used, unless prior arrangements are made with the district superintendent. There is no paid compensation given for comp time earned. Release / Comp time for certificated hours does not carry over from year to year.

### Release Time Earned

Date of Coverage	Number of Periods Covered	Teacher Covered For	Site Administrator Approval & Date

### Comp Time Earned

Date Accrued	Number of Periods Earned	Reason	Site Administrator Approval & Date

Time Used:    Release    Comp

Date of Use	Number of Periods Used	Reason	Site Administrator Approval & Date