

GADSDEN COUNTY SCHOOL DISTRICT
Administrative Procedures

Work beyond Regular Eight Hour Days

All employees are expected to complete their work assignments during their regular 8-hour workday. Should an unexpected or unusually large project arise, employees must have prior approval from their immediate supervisor to receive Comp Time.

Individuals seeking to earn Comp time must complete the **Request to Work Extra Hours** form for approval. Individuals seeking to use Comp Time must complete the **Application for Use of Comp time**.