OVERTIME/COMPENSATORY TIME REPORT

CHICAGO POLICE DEPARTMENT

NAME (LAST-FIRST-M.I.)	EMPLOYEE NO.	WATCH	DAY OFF GROUP	UNIT NO./ASSIGN.

OVERTIME EARNED

DATE OVERTIME WORKED	DAY OF WEEK	REGULAR DUTY HOURS

FROM TO HRS. HRS.	ACTUAL HRS. TOTAL	CREDITED HOURS TOTAL

REASON FOR WORKING OVERTIME (Explanation required below)

- ☐ 01 - Ext. of Tour
- ☐ 02 - Court
- ☐ 03 - CAPS
- ☐ 04 - Call Back
- ☐ 05 - Worked R.D.O. (Required)
- ☐ 06- Special Event No.:
- ☐ 07 - Staff Meeting
- ☐ 08 - Other
- ☐ 09 - Election

REQUEST TO USE COMP. TIME/P. DAY/ B.F.D./ V. DAY

DATE(S) REQUESTED

FROM TO HRS. HRS.	TOTAL HRS. REQUESTED OFF

DAY(S) OF WEEK	SUN	MON	TUES	WED	THURS	FRI	SAT
COMP. TIME	☐	☐	☐	☐	☐	☐	☐
PERSONAL DAY	☐	☐	☐	☐	☐	☐	☐
BABY FURLOUGH DAY	☐	☐	☐	☐	☐	☐	☐
VACATION DAY	☐	☐	☐	☐	☐	☐	☐

REQUIRED EXPLANATIONS

OVERTIME AUTHORIZED BY (RANK-NAME-STAR NO.-P.C. LOGIN ID. NO.)	COURT KEY ☐ Misdemeanor/Ordinance Complaint ☐ Traffic ☐ Felony ☐ Other (Describe)	TESTIFIED ☐ Yes ☐ No

COURT NOTIFICATION RECORD NO.	COURT BRANCH/LOCATION CHARGE DOCKET NO.

R.D. NUMBER C.B. NUMBER	DEFENDANT

EXPLAIN ASSIGNMENT	DISPOSITION

☐ I REQUEST COMPENSATORY TIME FOR THE ABOVE OVERTIME WORKED

☐ I REQUEST TO BE PAID FOR THE ABOVE OVERTIME WORKED

SIGNATURES

SUBMITTING MEMBER STAR NO./EMPLOYEE NO. DATE TIME	AUTH. APPROVER/UNIT CO PC LOGIN ID. NO STAR NO. DATE

APPROVED: ON-DUTY AUTH. APPROVER/CO/CT. SGT. PC LOGIN ID. NO. STAR NO. DATE TIME	TIMEKEEPER DATE

CPD-11.608 (REV. 1/12)

TIME STAMP VERIFICATION	
IN	OUT

OVERTIME HOURS EXTENDED AT TIME AND ONE-HALF FOR QUARTER HOUR INCREMENTS

.25 - .38	3.25 - 4.88	6.25 - 9.38	9.25 - 13.88
.50 - .75	3.50 - 5.25	6.50 - 9.75	9.50 - 14.25
.75 - 1.13	3.75 - 5.63	6.75 - 10.13	9.75 - 14.63
1.00 - 1.50	4.00 - 6.00	7.00 - 10.50	10.00 - 15.00
1.25 - 1.88	4.25 - 6.38	7.25 - 10.88	10.25 - 15.38
1.50 - 2.25	4.50 - 6.75	7.50 - 11.25	10.50 - 15.75
1.75 - 2.63	4.75 - 7.13	7.75 - 11.63	10.75 - 16.13
2.00 - 3.00	5.00 - 7.50	8.00 - 12.00	11.00 - 16.50
2.25 - 3.38	5.25 - 7.88	8.25 - 12.38	11.25 - 16.88
2.50 - 3.75	5.50 - 8.25	8.50 - 12.75	11.50 - 17.25
2.75 - 4.13	5.75 - 8.63	8.75 - 13.13	11.75 - 17.63
3.00 - 4.50	6.00 - 9.00	9.00 - 13.50	12.00 - 18.00