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1702 SCHOOL STREET  
FREEDOM, PENNSYLVANIA 15042

**PRE-APPROVAL FOR COMPENSATORY TRADE TIME/EXTRA TIME/SUMMER WORK**

FACULTY/STAFF MEMBER: \_\_\_\_\_

CIRCUMSTANCE REQUIRING COMP/SUMMER WORK:

\_\_\_\_\_  
\_\_\_\_\_

INDICATE TYPE:

\_\_\_\_\_ COMP                      \_\_\_\_\_ PAID (Budget # required) # \_\_\_\_\_

NUMBER OF DAYS/HOURS PERMITTED:

\_\_\_\_\_

REQUESTING PRINCIPAL APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

CENTRAL OFFICE AUTHORIZATION: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_