

# OVERTIME/COMPENSATORY TIME PRE-AUTHORIZATION FORM



## REQUEST FOR OVERTIME APPROVAL

Non-exempt employees should not work more than 37.5 hours in any work week without the prior approval of their supervisor or department head, and Vice President. When overtime/compensatory time is unavoidable, it must be approved in advance and should be managed as efficiently and economically as possible.

### DIRECTIONS:

1. This form must be completed if working greater than 37.5 hours per work week.
2. Complete and submit this form for approval prior to any work being performed.
3. Staff will be compensated for unapproved (unauthorized) overtime, however disciplinary action will be issued to employees and supervisors.

Please select one: \_\_\_\_\_ OVERTIME \_\_\_\_\_ COMPENSATORY TIME

Employee's Name:
Time Frame Agreement Covers:
Notes Concerning Time Frame (if needed):
Reason for requested overtime/Task to be completed:
Reason tasks cannot be completed during regular working hours:
If overtime is being approved after it is worked: please provide justification for the emergency overtime.

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Employee		Date	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Supervisor		Date	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Dean/Director Department Head		Date	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Vice President		Date	

Authorization signatures are required before payment is considered.

**Original to be housed in department file with a copy given to employee after all signatures obtained.**