**OVERTIME APPROVAL FORM**

Non-exempt employees should not work more than 40 hours in any work week/work cycle without the prior approval of their supervisor. The supervisor will submit the completed approval form to the Office of Human Resources on the 16th. Supervisors should **not** approve staff members to work overtime without it being deemed as extenuating.

Name of Employee: P Employee I.D. Number: Click here to enter text.

Department: Click here to enter text.

Estimate of overtime requested and date(s): Click here to enter text.

Tasks to be completed: Click here to enter text.

Reasons tasks cannot be completed during regular working hours: Click here to enter text.

Requested Method of Compensation:

Overtime Pay  Compensatory Time

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Employee’s Signature Date

Approved  Not Approved

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Supervisor’s Signature Date