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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:

Employee I.D. Number:

Department:

Estimate of overtime requested and date(s):

Tasks to be completed:

Reasons tasks cannot be completed during regular working hours:

Requested Method of Compensation:

Overtime Pay Compensatory Time

Employee's Signature

Date

Approved Not Approved

Supervisor's Signature

Date