Note: Compensatory time is automatically awarded by the system once time over 40 hours has been entered and approved for a non-exempt employee. Employees, who are subject to overtime pay or compensatory time off under Admin's policy, may not work overtime except in an emergency or when advance authorization has been given. Employees who violate this rule will receive compensatory time off for the overtime, but may be subject to disciplinary action. Please provide the information below if you are requesting overtime.

Justification: This action is necessary

|  |  |
| --- | --- |
| This is to request approval for the employee(s) below in |       |
|  | (Org. Unit Name) |
| to work in excess of a 40 hour workweek beginning on |  |
|       | and ending on |       |
| (MM/DD/YYYY) |  | (MM/DD/YYYY) |
|  |  | (must end on a Saturday) |
|  |  |  |
| Name | Personnel # | Total Estimated Work Week Hours | Comp. time or OT |
|       |       |       | Choose an item. |
|       |       |       | Choose an item. |
|       |       |       | Choose an item. |
|       |       |       | Choose an item. |
|       |       |       | Choose an item. |
|  |  |  |  |
|  |       |  |  |       |
| Supervisor/Manager | Date | Division Deputy Director | Date |
|  |  |  |  |
| Overtime Approved: | Yes\* | No |  |
|  | [ ]  | [ ]  |  |
|  |  |  |
| \*Compensatory time will be awarded unless provided otherwise below. |  |       |
| Chief of Staff | Date |
|  |  |  |  |
| Approved for Payment: | Yes | No |  |
|  | [ ]  | [ ]  |  |
|  |  |  |  |
|  |  |  |       |
|  |  | Executive Director or Designee | Date |
|  |  | (**For OT Pay Approval only)** |  |