OVERTIME APPROVAL FORM

Non-exempt Employees should not work more than 40 hours in any work week without the prior approval of their supervisor. The supervisor will keep the completed approval form in his/her file and then submit it with the monthly timesheet 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:_____

_____

Reason tasks cannot be completed during regular working hours: _____

_____

Requested method of compensation: ☐ Paid Overtime ☐ Compensatory time off

_____/_____
Employee's Signature **Date**

Supervisor's approval: ☐ Approval ☐ Not Approved

_____/_____
Supervisor's Signature **Date**