

REQUEST FOR OVERTIME/COMPENSATORY TIME

The supervisor must complete this form in **advance**, before excess time is worked beyond the 35 hours work week by an employee.

Non-exempt represented employees are entitled to receive compensatory time for assigned hours worked between 35 and 40 on an hour-for-hour basis

Exempt represented employees are entitled to receive compensatory time for all assigned hours worked in excess of 35 hours on an hour-for-hour basis.

Timesheet must accompany all requests for overtime and compensatory time.

Employee's Name / Title / Department _____

Supervisor's Name / Telephone Number _____

Assigned work schedule is _____ to _____. A regular workweek is scheduled from Sunday through Saturday

Date	Time In	Time Out	Shift Diff	Comp Time	Overtime
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Hours indicted above **must coincide** with the hours on the attached time sheet. *Overtime must have the approval from the Administration and Finance Department

Reason for the extended hours:

Employee Signature / Date ▼	Supervisor Signature / Date ▼
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Admin/Finance Dept. or Designee's Signature _____ Date _____