OVERTIME APPROVAL FORM

Employee Name: _____

****Please refer to page 23 of the Non-teaching Employee Handbook.**

When non-supervisory employees work in excess of 40 hours per week, it is only to be done with advance approval of the immediate supervisor and compensatory time is to be used when possible. If situations arise where advance approval is not possible, the immediate supervisor should be informed of overtime hours as soon as possible.

Date of O.T.	Reason for Overtime	Approval

Please turn this form in monthly on the timesheet deadline.