SOUTHWESTERN LAW SCHOOL

3050 Wilshire Boulevard ▪ Los Angeles, CA 90010-1106

A LANDMARK IN LEGAL EDUCATION

OVERTIME WORK REQUEST*

TO: _____

(SUPERVISOR)

FROM: _____

I am requesting authorization to _____ hours of overtime on _____.

I feel that it is necessary to work overtime to accomplish the following:

_____

_____

_____

_____

_____

EMPLOYEE SIGNATURE: _____

DATE: _____

APPROVED: _____ DATE: _____

(SUPERVISOR)

Overtime is earned whenever a non-exempt employee works more than 8 hours in a work day or 40 hours in a work week. Only hours that are actually worked are added together to determine overtime pay. Time off for reasons such as vacation, holiday, sick time, jury duty, etc. will not be considered as hours worked for overtime calculation purposes.

The work week begins at 12:00 a.m. Monday and ends at 11:59 p.m. Sunday. This period has been established to determine overtime payments due within this time period.

Please submit the overtime work request to Administrative Services for approval prior to incurring overtime. Once reviewed, the overtime request form will be returned to employee. Overtime may not be incurred until approval has been received. Please then submit the approved **overtime request with the time sheet for the appropriate pay period.**