



Overtime Request Form

A supervisor who wishes an employee to work overtime, more than 37.5 or 40 hours per week, based on the employee's regular schedule, must complete this form and submit it to the appropriate Vice President for action prior to the employee working the overtime.

The Vice President will return the form to the supervisor, who will attach the original form to the corresponding payroll time card.

**See Policy 315.0 Overtime*

Date: _____

To: _____ (Appropriate Vice President)

From: _____ (Direct Supervisor)

Subject: Request to Work Overtime

I am requesting permission for _____ (employee name)
to work up to, but not more than _____ hours of overtime on the following day(s):

_____.

Reason for the request:

_____.

Signature: _____ Date: _____

Approved: _____ Disapproved: _____

VP Signature: _____ Date: _____