

**OVERTIME APPROVAL REQUEST FORM  
(Support Personnel Only)**

No one may be paid for overtime unless this form has been completed in advance of the overtime work. Overtime is paid only when forty hours have already been worked within one normal work week (12:01 Sunday through Midnight Saturday). Overtime is not paid for working over eight hours in one day. This form must also be completed if a support employee works outside of their normal working hours.

NAME: \_\_\_\_\_ Site: \_\_\_\_\_

DATE: \_\_\_\_\_ JOB CLASSIFICATION: \_\_\_\_\_

**Date and time exceeding forty hours or work completed outside of your normal working hours:**

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

Please give explanation of work that needs to be done beyond forty hours or outside of your normal working hours.

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**Estimated number of hours of overtime needed** \_\_\_\_\_

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\_\_\_\_\_  
**Signature of Immediate Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Director of Finance**

\_\_\_\_\_  
**Date**

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**NOTE:**

1. The form must be returned to the immediate supervisor of the employee.
2. Administrators/Directors may authorize overtime beyond 40 hours per week for which compensatory time is given/the principal will grant the compensatory time within work days subsequent to the overtime work.

\*By requesting approval for "paid overtime" work for contracted support staff, the supervisor/department head certify that the work cannot be accomplished within the acceptable time limits during regularly schedule hours.

cc: Superintendent, Director of Finance