

Overtime/Compensatory Request Form

Please Print Clearly

Employee Name: _____

ID#: _____

Date(s) and Time(s) Requested: _____

Number of Hours Requested: _____

Explanation of Time Requested:

*****Note – Time should not be expended beyond amount approved.**

Method of compensation is for work performed which exceeds 40 hours in a given week (Non-Exempt Personnel)

Method of Compensation: (Non-Exempt)

- Compensation time at 1 ½ times the hourly time worked (*requires 40 hours worked*)
- Compensation time at straight time (*less than 40 hours worked*)
- Monetary payment at 1 ½ times the hourly rate upon approval from Director of Personnel (*requires 40 hours worked*)
- Monetary payment at straight time upon approval from Director of Personnel (*less than 40 hours worked*)

Method of Compensation: (Exempt)

- Excess Day (*Exempt personnel who work days outside their calendar*)
- Monetary payment

Employee's Signature

Date

Supervisor's Approval

Supervisor's Disapproval

Supervisor's Signature

Date

If time is approved, complete the following section of the form after the duties have been performed.

Date: _____ Hrs. Worked: _____ *From: _____ To: _____ No. of Hrs.: _____

Date: _____ Hrs. Worked: _____ *From: _____ To: _____ No. of Hrs.: _____

Date: _____ Hrs. Worked: _____ *From: _____ To: _____ No. of Hrs.: _____

Date: _____ Hrs. Worked: _____ *From: _____ To: _____ No. of Hrs.: _____

Date: _____ Hrs. Worked: _____ *From: _____ To: _____ No. of Hrs.: _____

Total Time Worked: _____

Employee's Signature

Date

Supervisor's Signature

Date

Instructions:

1. The top portion of this form **must be completed PRIOR** to any duties being performed by:
 - a. An exempt employee who will work more than the assigned or contracted days in a given year.
 - b. A non-exempt employee who will work more than 40 hours a week.
2. The bottom portion of this form **must be completed AFTER** the duties have been performed.
3. Submit the completed form to the Personnel Department no later than _____ p.m. on _____ day the week after duties were performed.