



OVERTIME APPROVAL FORM

This form is to be used to approve all overtime.

Your Supervisor or Manager must approve overtime PRIOR to the beginning of overtime work.

Name of Employee: _____ Employee Payroll No: _____

Division / Department: _____

Date of Overtime Work: _____ No. of Hours: _____

Project or Budget to be Charged: _____

Why work cannot be completed during regular hours: _____

Supervisor / Manager Approval: _____

Employee Signature: _____

Employee Printed Name: _____

Date: _____

OVERTIME APPROVAL POLICY:

I. Purpose: The purpose of this policy is to control labor costs by managing the expense of overtime pay for non-exempt employees.

II. Compliance: Company pays time and one-half to non-exempt employees who exceed 40 hours of work time in a workweek.

a. Paid leave, such as holiday, sick or vacation pay, does not apply toward work time.

b. The workweek begins at 12:00 a.m. on Sunday morning and ends at 11:59 p.m. on Saturday night.

III. Overtime Approval: Supervisors are required to obtain approval from managers prior to the use of overtime. Employees who anticipate the need for overtime to complete the weeks work must notify the supervisor in advance and obtain approval prior to working hours that extend beyond their normal schedule.

IV. Mandatory Overtime: During busy periods, the Company may require employees to work extended hours.

V. Consequences of Overuse of Overtime: Supervisors who authorize staff members to work overtime without prior approval from management will be subject to disciplinary action. Supervisors who continually rely on the use of overtime hours in order to complete a week's work without it being deemed as extenuating by management will be placed on a performance improvement plan.

VI. Consequences of Unauthorized Overtime: Employees who fail to obtain approval prior to working hours that extend beyond their normal 40-hour workweek will be subject to disciplinary action. Repeated offenses may result in termination.

Form Instructions:

This form must be completed in its entirety. The Supervisor/Manager must keep the completed form in his/her pending payroll file, then include the form in the applicable pay period's regular time and attendance records sent to Human Resources. Forms should be maintained in the employee's payroll file on site.