## OVERTIME / COMPENSATORY TIME AUTHORIZATION

## APPROVAL FOR OVERTIME

Time worked in excess of 37.5 hours per week for full-time employees, or 25 to 30 hours per week for regular part-time employees, must receive prior approval from the Supervisor, and appropriate Vice President or Provost.

Employee Name: $\qquad$ Department: $\qquad$

Full-time employee scheduled to work in excess of 37.5 hours in the week beginning $\qquad$ _.

Total Hours Approved $\qquad$

Regular part-time employee scheduled to work in excess of $25 / 30$ hours in the week beginning $\qquad$ .

Total Hours Approved $\qquad$
Reason for request: $\qquad$

Requested by: $\qquad$
Immediate Supervisor
Approved: $\qquad$
Vice President/Provost
REQUEST TO DEFER USE OF COMPENSATORY TIME BEYOND PAY PERIOD IMMEDIATELY FOLLOWING COMPENSATORY TIME ACCRUAL OR OVERTIME PAYMENT

Compensatory time (Does not require approval of the President)
$\qquad$ Hours to be taken in the week of $\qquad$ .
$\square$ Overtime payment (President must approve)
$\qquad$ Hours to be paid.

Please attach a copy of the Compensatory Time Calculation Worksheet

Requested by: $\qquad$
Immediate Supervisor
Approved: $\qquad$
Vice President/Provost

Approved: $\qquad$ President

