

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: Department: ☐ Full-time employee scheduled to work in excess of 37.5 hours in the week beginning _______. Total Hours Approved _____ ☐ Regular part-time employee scheduled to work in excess of 25/30 hours in the week beginning _____ Total Hours Approved _____ Reason for request: Requested by: Immediate Supervisor Approved: 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) Hours to be taken in the week of ______. ☐ Overtime payment (President must approve) ____ Hours to be paid. Please attach a copy of the Compensatory Time Calculation Worksheet Requested by: Immediate Supervisor Vice President/Provost Approved: President