

REQUEST FOR OVERTIME APPROVAL

As stated in the University of Arkansas Staff Handbook – February 1998 (page 37), employees should not work in excess of 40 hours per week without prior approval. When overtime is unavoidable, it is to be managed in the most efficient and economic manner possible.

Please complete the following information and submit to the unit manager for pre-approval of overtime. Overtime approval will be renewed on a weekly basis.

Employee's name: _____

Date and time for which overtime is requested: _____

Tasks to be completed: _____

Amount of expected overtime needed to complete tasks: _____

Reason that tasks could not be completed during regular working hours: _____

Employee _____ Date _____

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Approved: Yes No

Manager _____ Date _____

Comments: _____

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Please log tasks that were completed during OT hours (use back if necessary): _____

Please complete and return this form to the manager after overtime hours have been worked.

Actual overtime hours worked (Date and time): _____

Employee initials: _____