

**REQUEST FOR OVERTIME APPROVAL**

As the University of Arkansas *Staff Handbook* indicates, non-exempt employees should not work more than 40 hours in any work week without the prior approval of their supervisor or department head. When overtime is unavoidable, it must be approved in advance and should be managed as efficiently and economically as possible.

This form must be used for each week in which overtime is requested.

Employee's name: \_\_\_\_\_

Amount of overtime requested and date(s): \_\_\_\_\_

Tasks to be completed: \_\_\_\_\_

\_\_\_\_\_

Reason tasks cannot be completed during regular working hours: \_\_\_\_\_

\_\_\_\_\_

Employee \_\_\_\_\_ Date \_\_\_\_\_

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Approved: Yes            No

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

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Tasks completed during overtime hours (use back if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Actual overtime hours worked, with dates: \_\_\_\_\_

Employee's initials: \_\_\_\_\_