**Overtime Election Form**

ID

Employee

I elect the following option to be applied anytime I work over my scheduled hours for the work week during the **2025-2026** academic year:

( ) Be paid for the excess hours

( ) Be compensated through time off I can use at a later date

Employee Signature Date

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

Revised by ek 3.13.25