

**DCSD NUTRITION SERVICES/WAREHOUSE
EXTRA TIME/OVERTIME REQUEST FORM**

DATE: _____

EMPLOYEE NAME: _____

POSITION: _____ SITE: _____

Overtime and Extra Time Definitions:
Extra time is any additional time worked over the contracted time on any given day and does not exceed 40 hours in a work week.
Overtime is any time worked over 40 hours during the Monday-Sunday work week. ALL overtime must be approved by the Superintendent or Chief Financial Officer prior to working the OT hours.
Supervisor approval must be secured prior to working any extra or over time

Extra Time
 Date Needed: _____ Time Worked (ex. 1:30-1:45) _____ Total Hrs: _____
 Reason: _____

Overtime
 Date Needed: _____ Time Worked (ex. 3:00-5:15) _____ Total Hrs: _____
 Reason: _____

*OT Early Release is or is not taken within same work week.
 Date: _____ Time Released Early (ex. 3:00-5:30 p.m.) _____ Total Hrs: _____
 If not taken in same work week - reason: _____

IF UNABLE TO TAKE EARLY RELEASE
Pre-approval must be secured from DCSD Superintendent or CFO before working.
 Reason cannot take early release day: _____

Employee Signature: _____ Date _____ Manager Initial _____

Requested extra or over time with early release on another day is: Approved Not Approved

Supervisor Signature: _____ Date: _____

**IF UNABLE TO TAKE EARLY RELEASE TIME AND >40 HRS REQUESTED IN A WORK WEEK
 MUST HAVE AUTHORIZATION SIGNATURE BELOW PRIOR TO WORKING OVERTIME.**

Superintendent/CFO Signature: _____ Date: _____

* The date of scheduled time off for early release to compensate for more than 8 hours worked on any given day must be taken within the same work week. The only exception is when no time is available that same week, i.e., when working extra time on Friday for an emergency and not scheduled to work weekends. If applicable, the following week compensation time must fall within 5 work days.