Coleman ISD

Overtime Pre-Authorization Form

REQUEST FOR OVERTIME APPROVAL

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. Overtime that will exceed 2 hours (42 hours per week total) requires completion of this form as written approval PRIOR to working the overtime hours.

DIRECTIONS:

1. This form must be completed if working more than 42 hours per work week.
2. Complete and submit this form for approval **PRIOR** to working any overtime exceeding 2 hours per week.
3. Completed forms must be submitted to the admin office for payroll purposes.
4. Employees who fail to obtain approval prior to working hours that extend beyond their normal 40-hour work week will be subject to disciplinary action.

Employee's Name:
Payroll week ending:
Date(s) to work requested overtime:
Amount of overtime requested: hrs
Reason for requested overtime/Task to be completed:
Reason tasks cannot be completed during regular working hours:

Employee Name Employee Signature Date

Authorization *signatures are required before payment is considered.*

( ) Approved ( ) Disapproved	Supervisor:		Date	
( ) Approved ( ) Disapproved	Superintendent:		Date	