

Perry County School District
Overtime / Over-Schedule Work Request

Use this form when you require a non-certified, non-exempt employee to work more than his or her scheduled weekly **hours and you will be unable** to give the employee time off during the same week. The workweek begins Sunday and ends the following Saturday at 11:59 p.m.

Approval must be obtained by phone (if emergency) or in writing from the **Superintendent** before the employee works any overtime. If pre-approval is not obtained, you must send the employee home before any overtime is incurred. A reason for overtime or over-scheduled hours must be shown below.

Did you call the Superintendent and get pre-approval for emergency overtime? ☐ YES ☐ NO

If you were pre-approved for emergency overtime you must still complete this form in order to track the **reason** for this overtime.

Description of Reason: _____

HOURS ON THIS FORM ARE REQUESTED FOR THE WEEK ENDING: _____

EMPLOYEE'S NAME: _____ DATE SUBMITTED: _____
(Please Print)

OVERTIME HOURS OR OVER-SCHEDULE HOURS REQUESTED
(Circle One)

	Example
SCHEDULED WEEKLY HOURS: _____	40
ESTIMATED WEEKLY HOURS NEEDED: _____	42
OT/OS HOURS REQUESTED (Difference) _____	2

Principal's or Supervisor's Signature

School or Location

E-mail the completed form to the Payroll Department. Retain the original at school/department.

=====

For County Office Use Only:

Pre-approved ☐

Not Pre-approved ☐

Charge the extra time as follows:

☐ Fund that pays regular salary

☐ Activity Fund

☐ Comp Time

☐ Other Fund: _____

Superintendent's Signature