**OVERTIME REQUEST FORM**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assignment Detail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assignment Schedule**

**Day Date Time Time Total Day Date Time Time Total**  **In Out Hours In** **Out** **Hours**

AM/ AM/ AM/ AM/

SAT \_\_\_\_/\_\_\_\_ \_\_\_\_\_\_PM \_\_\_\_\_\_PM \_\_\_\_\_\_ SAT \_\_\_\_/\_\_\_\_ \_\_\_\_\_\_PM \_\_\_\_\_\_PM \_\_\_\_\_\_

AM/ AM/ AM/ AM/

SUN \_\_\_\_/\_\_\_\_ \_\_\_\_\_\_PM \_\_\_\_\_\_PM \_\_\_\_\_\_ SUN \_\_\_\_/\_\_\_\_ \_\_\_\_\_\_PM \_\_\_\_\_\_PM \_\_\_\_\_\_

AM/ AM/ AM/ AM/

MON \_\_\_\_/\_\_\_\_ \_\_\_\_\_\_PM \_\_\_\_\_\_PM \_\_\_\_\_\_ MON \_\_\_\_/\_\_\_\_ \_\_\_\_\_\_PM \_\_\_\_\_\_PM \_\_\_\_\_\_

AM/ AM/ AM/ AM/

TUE \_\_\_\_/\_\_\_\_ \_\_\_\_\_\_PM \_\_\_\_\_\_PM \_\_\_\_\_\_ TUE \_\_\_\_/\_\_\_\_ \_\_\_\_\_\_PM \_\_\_\_\_\_PM \_\_\_\_\_\_

AM/ AM/ AM/ AM/

WED \_\_\_\_/\_\_\_\_ \_\_\_\_\_\_PM \_\_\_\_\_\_PM \_\_\_\_\_\_ WED \_\_\_\_/\_\_\_\_ \_\_\_\_\_\_PM \_\_\_\_\_\_PM \_\_\_\_\_\_

AM/ AM/ AM/ AM/

THU \_\_\_\_/\_\_\_\_ \_\_\_\_\_\_PM \_\_\_\_\_\_PM \_\_\_\_\_\_ THU \_\_\_\_/\_\_\_\_ \_\_\_\_\_\_PM \_\_\_\_\_\_PM \_\_\_\_\_\_

AM/ AM/ AM/ AM/

FRI \_\_\_\_/\_\_\_\_ \_\_\_\_\_\_PM \_\_\_\_\_\_PM \_\_\_\_\_\_ FRI \_\_\_\_/\_\_\_\_ \_\_\_\_\_\_PM \_\_\_\_\_\_PM \_\_\_\_\_\_

**Total Overtime Hours Requested:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval:** Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_