

Extra-time/Overtime Request Form — Appendix 316B

Employee Request to Work Extra-time/Overtime

Employee First Name: _____ Date: _____

Employee Surname: _____

Request for authorization to work extra-time / overtime as follows:

<u>Date(s)</u>	<u>Description of need/work to be accomplished</u>
_____	_____
_____	_____
_____	_____

Estimated extra-time hours _____

Estimated overtime hours _____

Decision Regarding Request

- Approved as requested
- Approved as modified
- Declined

Extra-time worked will not exceed _____ hours.

Overtime worked will not exceed _____ hours.

Name of Immediate Supervisor / Pastor: _____

Signature: _____

Date: _____

* Immediate Supervisor / Pastor retain authorization form with employee's attendance reports.

Notes – Policy No. 316 Overtime defines extra-time and overtime as follows:

Extra-time for a full-time employee are hours worked in excess of the seven (7) hours up to eight (8) hours per day, or in excess of thirty-five (35) hours up to forty-four (44) hours per week, whichever is greater.

Extra-time for a part-time employee are hours worked in excess of the normally scheduled numbers of hours up to eight (8) hours per day, or up to 44 hours per week, whichever is greater.

Overtime hours are any hours worked by an employee in excess of either (8) hours per day or forty-four (44) hours per week, whichever is greater.

