

REQUEST FOR OVERTIME APPROVAL

As the Ware County Employee Handbook indicates, non-exempt employees should not work more than 40 hours in any work week without prior approval of the Superintendent.

The forty (40) hours are defined as actual hours worked and do not include hours or days for which the employee was paid for leave time such as sick leave, personal leave, and annual leave (vacation).

When overtime is unavoidable, this form must be signed and completed by the department/school supervisor. The completed form should be submitted to the Human Resources Director, in advance, to get prior approval from the Superintendent.

A separate form must be used for each week in which overtime is requested.

Employee's name: _____

Amount of overtime requested and date(s): _____

Tasks to be completed:

Reason tasks cannot be completed during regular working hours:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Approved: Yes _____ No _____

Superintendents Signature _____