

# Overtime Authorization Form

**Employee Requesting Overtime:**

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*(Print Full name) (Signature)*

**Purpose of Overtime Work:**

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**Hours worked in excess of 8 hours per day and/or 40 hours per week:**

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*(Date) Hours (From/To)*

**Hours Overtime Worked:**

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*(Date) Hours (From/To)*

**Manager Authorizing Overtime:**

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*(Date of request) (Print Full name) (Signature)*

**Number of Hours of overtime worked in excess of 8 per day and/or 40 hours per week to be paid:**

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**I. Purpose:** The purpose of this policy is to control labor costs by managing the expense of overtime pay to nonexempt employees.

**II. Compliance:** Our Company pays time and one-half to nonexempt employees who exceed 40 hours of work time in a workweek or over 8 hours in one day.

a. Paid leave, such as holiday, sick or vacation pay, does not apply toward work time.

b. The workweek begins at 12:00 a.m. on Sunday morning and ends at 11:59 p.m. on Saturday night.

**III. Overtime Approval:** Supervisors are required to obtain approval from managers prior to the use of overtime. Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval prior to working hours that extend beyond their normal schedule.

**IV. Mandatory overtime:** During busy periods, our Company may require employees to work extended hours.

**V. Consequences of overuse of overtime:** Supervisors who authorize staff members to work overtime without prior approval from management will be subject to disciplinary action. Supervisors who continually rely on the use of overtime hours in order to complete a week's work without it being deemed as extenuating by management will be placed on a performance improvement plan.

**VI. Consequences of unauthorized overtime:** Employees who fail to obtain approval prior to working hours that extend beyond their normal 8-hour day or 40-hour workweek will be subject to disciplinary action. Repeated offenses may result in termination.