

Approval for Overtime / Compensatory Time

Directions: This form should be used by administrators, directors, coordinators, supervisors, and principals to seek the approval of the Superintendent for overtime or compensatory time for employees.

Employee Name: Joseph Marler Employee #: 10916

Supervisor Name: Jeff Johnson

School Name: CO / Facilities

Approval for:  Compensatory Time or  Overtime Pay (circle one)

Number of hours being requested: 4

Date(s) in which the hours will be worked: Oct 17-18, 2013

If Compensatory Time Off, when will the time be taken within the pay period?

Description of need: Roof leak at Eastwood Middle School...girls restroom has ceiling leak and the tile has fallen onto floor due to saturation of water....found leak today

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

\_\_\_\_\_  
Paul McKendrick, Ed.D.

NOTES:

- If overtime pay is approved, a copy of this form should be submitted to payroll in order to pay the employee the OT pay.
- If compensatory time off is approved, it is the supervisor's responsibility to insure that the time is taken within the pay period.