

Overtime Request

Name		Position	
Dept		Date	
Reason for Request			
Regular Hours (from/to)		Actual Time Released	
Overtime			
Time Requested As Paid Regular time <input type="checkbox"/> Paid Overtime (1.5x) <input type="checkbox"/> Paid Overtime (2x) <input type="checkbox"/> Banked Regular time <input type="checkbox"/> Banked Overtime (1.5x) <input type="checkbox"/> Banked Overtime (2x) <input type="checkbox"/>		Time Approved As Paid Regular time <input type="checkbox"/> Paid Overtime (1.5x) <input type="checkbox"/> Paid Overtime (2x) <input type="checkbox"/> Banked Regular time <input type="checkbox"/> Banked Overtime (1.5x) <input type="checkbox"/> Banked Overtime (2x) <input type="checkbox"/>	
Date:		Manager's Signature	
* Please note* if your Banked Time bank is at the maximum of 37.50 hours, then all hours over and above will be paid out. Please check the bottom of your pay stub for Banked Time Bank balance.			

#1883

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