

BUTTE FALLS SCHOOL DISTRICT 91

Overtime/Compensatory/Additional Time Slip

NAME \_\_\_\_\_ Employee # \_\_\_\_\_

Overtime/compensatory/additional time is strongly discouraged. However, when it is necessary, approval by the supervisor must be given in advance.

Overtime or compensatory time can only be earned after 10 hours in a day or 40 work hours in a week. A work week commences at 12:01 a.m. on Saturday and concludes on the following Friday at midnight.

**INSTRUCTIONS:**

**Employee:** Complete this form **BEFORE** working overtime/compensatory/or additional work hours and submit to your supervisor.

**SUPERVISOR:**

Send signed, completed form to the district office. —

Will you work overtime/compensatory/additional time? (Circle one)

Number of overtime/compensatory/additional hours worked: \_\_\_\_\_

Date worked: \_\_\_\_\_

Hours worked: \_\_\_\_\_

Was this approved in advance: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature (signature indicates approval)

\_\_\_\_\_  
Date