

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

OVERTIME/HOLIDAY PAY REQUEST AND AUTHORIZATION

To:

NAME OF EMPLOYEE	PAY PLAN AND GRADE	DATES		TOTAL HOURS WORKED OVER- TIME/ HOLIDAY*	COMPENSATORY TIME FOR OVERTIME	
		FROM	THROUGH		ELECTS**	ADMINIS- TRATIVELY REQUIRED***

Justification (give description of work and reason for overtime)

Requested by (signature)	Title	Date
Organization		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Authorized Officer's signature	Title
		Date

## INSTRUCTIONS

Completed form is returned to requesting officer who will forward approved form to timekeeper for retention with timekeeping records.

Form is retained for three years following fiscal year in which several employees may be listed on one form when all conditions are identical. ~~Several employees may be listed on one form when all conditions are identical.~~ ~~Timekeeping Officer~~ who may approve overtime are designated in

BLM Manual 1400-550.

Wage employees must receive pay for all overtime. Classified employees whose salaries do not exceed step 10 of GS-10 may elect to receive compensatory time in lieu of payment. Authorized officers may require an employee whose salary exceeds step 10 of GS-10 to take compensatory time in lieu of payment. GS employees covered by the Fair Labor Standards Act must be paid overtime unless

compensatory time is taken the same workweek as overtime is earned.

~~An employee whose basic pay exceeds GS-15, step 10, is prohibited from receiving either pay or compensatory time for overtime.~~  
(See PPM Letter 531-6.)