

FNM Overtime/Compensatory Time Request Form

Rev. 01/06

To: _____
Approving Official

File Code: 250

This memo is to request approval of overtime/compensatory time/compensatory time for travel for:

_____		_____	
Employee Name		Office Location	
Pre-Approval	Post-Approval	Travel	

FLSA Status: (If FLSA status is not known, call Human Resources) _____ FLSA Exempt FLSA Non-Exempt

Present Tour of Duty: (example: Maxiflex M-F 8-4:30, ½ hr lunch) _____

Overtime Work (This includes all work and/or travel outside your normal tour of duty EXCEPT credit leave earned)

Purpose of overtime: (be as specific and detailed as possible)

Proposed schedule for overtime work:

Date to be worked: _____ Day of Week: _____
Proposed # overtime hours: _____ Clock Hours for Proposed Overtime: _____
Total hours to be worked per day _____ (Include regular work hours plus overtime hours)

Proposed schedule for travel:

Date to travel: _____ Day of Week: _____
Proposed # of travel hours: _____ Clock Hours for Proposed Travel: _____
Total travel time: _____ Destination Location: _____
Travel time within regular working hours: _____
Compensatory time to be earned in travel status: _____
Bona fide meal period: _____ Residential Location: _____
Travel to/from airport within limits of official duty station (if applicable): _____

If overtime is approved, indicate how you want to be compensated. Overtime pay at 1½ times my hourly rate

Compensatory Time (Straight Time) Compensatory Time for Travel (Straight Time)

Employee Signature Office Date

Supervisor Concurrence: I concur in the request and/or certify that the work and/or travel anticipated to be performed, or actually performed, was essential to meeting NRCS objectives. There have been no other hours of work, either suffered or permitted, beyond those recorded in this request.

Supervisor Signature (if different from Approving Official) Date

Approval/Denial: Approved Approved with Modification (Explanation of Modification)
 Denied (Basis for Denial)

Approving Official Signature Date