

REQUEST FOR OVERTIME APPROVAL

As stated in the ASMSA Employee Handbook, if the workload in a department necessitates working beyond regular hours, overtime payment may be made with the prior approval of the supervisor and appropriate senior administrator for non-exempt employees defined by the Fair Labor Standards Act, or for the performance of non-exempt work by an exempt employee. The granting of compensatory time may be used in lieu of the payment of overtime compensation in accordance with Arkansas law.

Employees should not work in excess of 40 hours per week without prior approval. When overtime is unavoidable, it is to be managed in the most efficient and economic manner possible.

Please complete the following information and submit to the unit supervisor for pre-approval of overtime.

Employee's name: _____

Date and time for which overtime is requested: _____

Reason for overtime: _____

Amount of expected overtime needed to complete tasks: _____

Reason that tasks could not be completed during regular working hours and why regular working hours could not be adjusted accordingly:

Employee's Signature: _____

Date: _____

Approved: Yes ☐ No ☐

Supervisor's Signature: _____

Date: _____

Senior Administrator's Signature: _____

Date: _____

Comments:

This form will be attached to the employee's timesheet.