

# OVERTIME REQUEST

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

I expect that my time for this work week may result in overtime. My estimated overtime hours are \_\_\_\_\_.

Reason for Overtime:

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\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

## FOR MANAGEMENT USE ONLY

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Overtime is authorized and excused:  Yes  No

If not authorized, explain:

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\_\_\_\_\_  
*Manager Signature*

\_\_\_\_\_  
*Date*