

## Introduction

**Purpose:** The purpose of this policy is to control labor costs by managing the expense of overtime pay to nonexempt employees.

**Compliance:** The Company pays time and one-half to nonexempt employees who exceed 40 hours of time in a workweek. Paid leave, such as holiday, sick or vacation pay, does not apply toward work time.

**Overtime Approval:** Employees are required to obtain approval from Management Team prior to the use of overtime. Employees who anticipate the need for overtime to complete the weeks work must notify the Managers in advance and obtain approval prior to working hours that extend beyond their normal schedule.

## Request

Employee Requesting Overtime: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Purpose of Overtime Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hours to be worked in excess of 40: \_\_\_\_\_

## To Be filled out by Management

Number of Hours Overtime in Excess of 40 Hours to be paid: \_\_\_\_\_

Supervisor Authorizing Overtime: \_\_\_\_\_ Date: \_\_\_\_\_  
Name

\_\_\_\_\_  
Signature