

OVERTIME APPROVAL FORM

NOTE: ALL TIME WORKED BY A NON-EXEMPT EMPLOYEE IN EXCESS OF THE HOURS APPOINTED TO WORK AND/OR MORE THAN **40** HOURS IN A WORKWEEK **MUST HAVE PRIOR APPROVAL** FROM THE SUPERVISOR, VICE-PRESIDENT AND PRESIDENT. A NON-EXEMPT EMPLOYEE WHO WORKS IN EXCESS OF THE HOURS APPOINTED TO WORK AND/OR MORE THAN **40** HOURS IN A WORKWEEK WITHOUT PRIOR APPROVAL IS IN **VIOLATION OF UT PERMIAN BASIN POLICY**. THIS FORM MUST BE ATTACHED TO THE MONTHLY TIME REPORT OR OVERTIME PAYMENT OR USE OF COMPENSATORY TIME CANNOT BE PROCESSED.

EMPLOYEE NAME: _____

DEPARTMENT: _____

CHECK ONE BELOW:

PRIOR APPROVAL	
EMERGENCY PURPOSES	

DATE OF OVERTIME						
HOURS WORKED						

REASON FOR OVERTIME:

IMMEDIATE SUPERVISOR

DATE

VICE PRESIDENT FOR BUSINESS AFFAIRS

DATE

PRESIDENT

DATE