

**College of the Siskiyou
Request for Overtime Work**

“Overtime hours” are defined as any hours worked in excess of 8 hours in any work day and in excess of forty hours in any work week, or work performed on the 6th or 7th consecutive day. Employees must not work overtime hours unless pre-approved by the administrator responsible for the area. This form, completed and signed by the supervisor, must be approved by the responsible administrator. The approved form must be on file with Payroll prior to payment for overtime or accumulation of compensatory time.

Employee: _____

Dates overtime is to be incurred: _____

Estimate of overtime anticipated: _____

Please explain why overtime is necessary and why work cannot be accomplished during regular work schedule:

Approved by immediate supervisor / Date

Approved by Area Administrator / Date

I would like to be:

- Paid for the overtime hours Earn compensatory time off Combination of compensatory time off and pay

DATE	OVERTIME HOURS WORKED	METHOD OF PAYMENT		
		PAID	COMPENSATORY	COMBINATION

Completed and approved forms are due to HR by the:

- Last day of the month for employees who are paid the 10th of the month (i.e. short-term & sub).
- 10th of the month for employees paid on the last business day of the month, (i.e. permanent staff only).

Supervisor Signature

Date

Employee Signature

Date