

REQUEST FOR OVERTIME APPROVAL

At Star Buick GMC non-exempt employees should not work more than 40 hours in any work week without the prior approval of their supervisor or department head. When overtime is unavoidable, it must be approved in advance and should be managed as efficiently and economically as possible.
Without this request overtime will not be paid.

This form must be used for each week in which overtime is requested.

PART 1 – Complete prior to overtime event.

Employee's name: _____

Amount of overtime requested and date(s): _____

Tasks to be completed:

Reason tasks cannot be completed during regular working hours:

Employee: _____ Date: _____

Approved: Yes / No

Supervisor: _____ Date: _____

Comments:

PART 2 – Complete after the overtime event.

Tasks completed during overtime hours (use back if necessary):

Please complete and return this form to your supervisor after the overtime hours have been worked.

Actual overtime hours worked, with dates: _____ Employee's initials: _____