

## OVERTIME OR COMPENSATORY TIME AUTHORIZATION

<b>FROM:</b>	<b>BRANCH:</b>
<b>TO:</b>	<b>DATE:</b>

NAME OF EMPLOYEE	DATE	TYPE OF HOURS	PREAUTHORIZED HOURS No. of Overtime/Comp Time Hours Requested	ACTUAL HOURS No. of Overtime/Comp Time Hours Worked

**REASON FOR OVERTIME/COMP TIME:**

<b>REQUESTED BY:</b>	<b>DATE:</b>
<b>APPROVED</b> <b>DISAPPROVED</b>	<hr style="border: 0; border-top: 1px solid black;"/> <b>SIGNATURE/TITLE</b>