

**The Adjutant General's Department**  
**State Employee's Request for Authorization of Overtime**

**Name:** (Print)

**Pay Period End Date:**

**Employee ID #:**

1. This form is to be completed by the employee and supervisor with the understanding that overtime is to be kept to a minimum.
2. Authorization for **overtime (OT)**, whether it is for compensatory time or pay, **must be approved in advance**.
3. *Unless otherwise justified and approved, all overtime will be in the form of compensatory time (comp time.)*
4. Overtime applies to non-exempt staff only.
5. Overtime is defined as time **actually worked in excess of 40 hours** during the workweek. *(Designated firefighting positions 106 hrs/14 day workweek.)*
6. Work weeks begin on Sunday at midnight and run through Saturday.
7. This completed form must be submitted with the respective timesheet.

|    | <b>Date</b> | <b><u>Estimate</u><br/># OT<br/>Hours</b> | <b>Purpose<br/>&amp;<br/>Reason why time cannot be rearranged during the work week.</b> | <b><u>Preliminary</u><br/>Supervisor's<br/>Approval/Date</b> | * | <b><u>Actual</u><br/>time start<br/>OT</b> | <b><u>Actual</u><br/>time<br/>end OT</b> | <b>Total<br/>OT<br/>hours</b> | <b><u>Final</u><br/>Supervisor's<br/>Approval/Date</b> |
|----|-------------|---|---|--|---|--|--|-------------------------------|--|
| 1. |             |   |   |  | * |  |  |                               |  |
| 2. |             |   |   |  | * |  |  |                               |  |
| 3. |             |   |   |  | * |  |  |                               |  |
| 4. |             |   |   |  | * |  |  |                               |  |

*If pay is requested the following must be completed and signed.*

|   |  |
|---|--|
| Justification for pay as opposed to compensatory time:        |  |
| Is this consistent with department/unit policy &/or practice? | If not, please explain the departure from policy/practice. |
| Supervisor Approval/Date:                                     | Fiscal Acknowledgement/Date:                               |