

EXTRA HOURS/OVERTIME

PRINT NAME:

MONTH:

OVERTIME HOLIDAY WORKED

CALL BACK (pay only)

WOULD LIKE TO BE PAID WOULD LIKE COMP TIME

STANDBY (pay only)

DATE	TYPE	REASON	TIME OF DAY	TOTAL HRS	TOTAL DIFF.

EMPLOYEE SIGNATURE:

DATE:

APPROVED BY SUPERVISOR: YES SEE SUPERVISOR

SUPERVISOR SIGNATURE:

DATE: