



East Nicolaus Joint Union High School District

"A California Distinguished School"
2454 Nicolaus Avenue, Nicolaus, CA 95659
Phone (530)656-2255 Fax (530) 656-1065
www.eastnicolaus.k12.ca.us
Mary Lynch, Superintendent/Principal



Overtime/Extra Time Request

All overtime/extra time must be pre-approved for all staff employees. The procedure for overtime approval is as follows:

- Justification must be written for a requested overtime.
- Form must indicate the following: department, employee(s) scheduled to work; and the number of overtime hours requested, including start & end date.
- All overtime forms must have the immediate supervisor's signature and the Superintendent's signature.
- The Superintendent has the final approval for overtime/extra time requests for all departments.

Note: Payroll/Human Resources will receive the approved/disapproved overtime requests. Overtime will not be permitted without prior approval. It is mandatory that this process be adhered to.

Department Requesting: _____

Employee Name:
Overtime (14) or Extra time (21)
Date(s) to work requested overtime/extra time:
Amount of overtime/extra time requested:
Reason for requested overtime/extra time:

Authorization signatures are required before payment is considered.

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Supervisor Signature		Date	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Superintendent Signature		Date	
Budget Code	Resource	Object	SO	Function