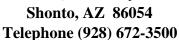


SHONTO PREPARATORY SCHOOLS P.O. Box 7900, East Hwy 160 and 98 Shorto AZ 86054





OVERTIME REQUEST and AUTHORIZATION FORM

Per Personnel Policies & Procedures Handbook, Section III. Pay Policies, D. Overtime/Compensatory Time, it states the following:

- 1. Non-exempt employees are eligible for Overtime, must be approved in advance by Supervisor, must be clear and specific. If overtime was completed without Supervisor acknowledgement, then Business Office will pay out the overtime hours; however, employee must inform Supervisor and/or Administrator. Employee is subject to disciplinary action if they disregard proper procedure of authorization.
- 2. Volunteer Work, extra-curricular activities, or other scholastic school activities is not eligible for overtime for time spent participating

ıployee					
Name:			Department:		
osition:			Supervisor:		
Part 1. Proposed	Overtime (Note to	o Employee: please complete Pa	rt 1 before starting any Overtim		
Date(s) of	Estimated	Justification of Work to be 0	Completed for Overtime Hours:	k WOIK)	
work:	Hours				
Form completed and acknowledged by Employee:				(Date:	
Reviewed and approved by Department Administrator:				(Date:	
Supervisor ve	rified work comple	ted and approve the actual hours?	YES NO	Supervisor Initial:	
	edgement for Payo	out of Actual Overtime Hours:			
Part 3: Acknowle			.		
		rintendent	Date		_
	aid Thompson, Supt				
	ши тютры, зирс				
Ron		ng Account Code(s):		•	
Ron		ng Account Code(s):	<u> </u>	· · · · · · · · · · · · · · · · · · ·	
Ron		ng Account Code(s):		<u>. </u>	