



POLICY NUMBER: 7-2650-2

REFERENCE:
Pre-approved Overtime Hours

ADOPTED BY:
Council
July 14, 2015

AMENDED DATE:
N/A

SUPERSEDES:
#009/96

DEPARTMENT:
Administration

EFFECTIVE DATE:
July 14, 2015

Policy Statement:

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All overtime hours must be pre-approved by your immediate supervisor, in writing, prior to the commencement of duties.

This procedure will ensure fairness to all staff and avoid any confusion as to what was said and what hours were approved.

Attachments:

- Overtime Authorization Form



Overtime Authorization Form
District of Ucluelet

Employee Name: _____

Employee Title: _____

Department: _____

Today's Date (yy/mm/dd): _____

Overtime Required From: _____ to _____

Total Overtime Not to Exceed: _____ hours

Detailed Explanation Why Overtime is Required:

Employee Signature

Supervisor Signature

Date (yy/mm/dd)

Date (yy/mm/dd)
