



## Request to Work Beyond Regular Work Schedule (for Non-Exempt Employees Only)

All non-exempt employees are expected to work as scheduled. Employees who work beyond their regular work schedule must seek pre-approval from their supervisor in advance by completing this form. The weekly work period begins Saturday 12(midnight) and ends Friday at 11:59 pm. Regular working hours may vary according to the employee's occupation and campus/department.

### **Request to Work Beyond Regular Work Schedule**

***(To be completed by employee)***

Employee ID #: \_\_\_\_\_

Employee's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Campus: \_\_\_\_\_

Reason for request: \_\_\_\_\_  
Describe duties needing to be performed. Example: Working Fall Carnival at School

Date(s)/Time(s) requesting to work: \_\_\_\_\_  
Example: Saturday, October 28, 2012 10:00 a.m. to 2:00 p.m.

Estimated time to be worked beyond regular work schedule: \_\_\_\_\_  
Example: 4 hours

Explain why duties could not be accomplished during regular work schedule:  
\_\_\_\_\_  
Example: Special Event

Will extra time result in overtime (over 40 hours for the week)?:  Yes  No

If approved, employee is requesting:  Compensatory Time  Pay

Accumulated compensatory time must be used within 90 days from the date it was earned. Use of compensatory time must be monitored by the supervisor or designee. Hours worked over 40 hours within a one week time frame will be compensated at a rate of time and a half.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

Approved

Denied

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

**All time worked must be reflected on the employee's weekly time sheet that is sent to payroll. Employee's choice of overtime and/or compensatory must also be noted on the time sheet. This form should be maintained by the supervisor (on campus) for record keeping purposes.**