



A Tennessee Board of Regents Institution

OVERTIME / COMPENSATORY TIME AUTHORIZATION

APPROVAL FOR OVERTIME

Time worked in excess of 37.5 hours per week for full-time employees, or 25 to 30 hours per week for regular part-time employees, must receive **prior** approval from the Supervisor, and appropriate Vice President or Provost.

Employee Name: _____ Department: _____

Full-time employee scheduled to work in excess of 37.5 hours in the week beginning _____.

Total Hours Approved _____

Regular part-time employee scheduled to work in excess of 25/30 hours in the week beginning _____.

Total Hours Approved _____

Reason for request: _____

Requested by: _____

Immediate Supervisor

Approved: _____

Vice President/Provost

REQUEST TO DEFER USE OF COMPENSATORY TIME BEYOND PAY PERIOD IMMEDIATELY FOLLOWING COMPENSATORY TIME ACCRUAL OR OVERTIME PAYMENT

Compensatory time (Does not require approval of the President)

_____ Hours to be taken in the week of _____.

Overtime payment (President must approve)

_____ Hours to be paid.

Please attach a copy of the Compensatory Time Calculation Worksheet

Requested by: _____

Immediate Supervisor

Approved: _____

Vice President/Provost

Approved: _____

President