

Request for Overtime/Compensatory Time Off

The CSUEU/CSU Collective Bargaining Agreement, Article 19 defines overtime as authorized time worked in excess of forty (40) hours in a work week. Overtime is compensated two ways: cash or in compensatory time off (CTO). Request for overtime/CTO shall be submitted to the appropriate supervisor at least **7 days in advance**. CTO shall be scheduled and taken only as authorized and approved and should be taken within the calendar year it is earned.

Instructions

1. Complete this form at least 7 days in advance.
2. A separate request will be submitted for each pay period in which overtime/CTO is requested. Multiple forms may be submitted for the same pay period as long as the request is submitted in advance.
3. Enter the pay period, employee's name, ID #, and date prepared.
4. Enter the date work is to be performed, number of hours requested, description of work and method of compensation.
5. Print request form and sign.
6. Submit the paperwork to the Supervisor or Department Chair.
7. Next, submit the paperwork to the College Office for AA/S and Dean's review and approval.
8. A copy of the request form will be forwarded back to the employee by email with the approval or denial.
9. College Timekeeper will retain as supporting documentation for the specific pay period.

Pay Period:		Employee Name:	ID#:	Date Prepared:	
Date work is to be performed	Number of hours requested	Description of work	Method of Compensation		
			Overtime	CTO	
Total hours					

Requested by: _____ **Date:** _____
Signature

Supervisor: _____ **Date:** _____
Signature

Dean's Approval: _____ **Date:** _____
Signature

Approved Denied
 Reason: _____