

# OVERTIME AUTHORIZATION

Supervisor shall document overtime authorization PRIOR TO incurring overtime.

Employee Name: \_\_\_\_\_

Date of overtime: \_\_\_\_\_ # hours \_\_\_\_\_

Reason for overtime:

- Planned work\*    Complete day's task\*    Weather response\*    Special event support\*  
 Shift coverage\*    Training\* (alternate shift workers only)    Other\*  
 Emergency\* (to be completed on the next business day)

\* Provide explanation of overtime requirement below:

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Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(≤ 4 hours of overtime no later than 3:30 pm on day of requirement)

Associate Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(4 hours ≤ 8 hours no later than 3:30 pm on day of requirement)

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(≥8 hours no later than two business days before day of requirement)

The following questions must be considered prior to overtime authorization:

1. Must the work be done outside of normal business hours?
2. If so, can work schedules be adjusted to avoid payment of overtime?

## **W&M Hours of Work and Overtime Policy:**

1. ***Overtime is earned whenever a non-exempt or hourly employee works more than 40 hours in a work week; or by the relevant Vice President, Director or other unit head w/ HR approval.***
2. ***The work week is the period from 12:01 a.m. Sunday to midnight (12 am) Saturday; Only hours that are actually worked are added together to determine overtime pay. Time off for reasons such as vacation, holiday, sick time, jury duty, etc. will not be considered as hours worked for overtime calculation purposes.***
3. ***The employee's supervisor or manager will inform employees of their Work Schedule, including any overtime hours that the employee may be required to work beyond the customary 40-hour workweek. Employees must work overtime as reasonably required by their supervisor.***
4. ***Overtime hours are required due to exigent circumstances or significant business necessity.***
5. ***Hourly and Non-exempt employees be paid for all hours worked whether preapproved or not, failure of an employee to obtain preapproval of overtime is considered a violation of university policy and will be addressed through the university's conduct and disciplinary process.***
6. ***Overtime may not be accrued until supervisor approval has been received.***
7. ***Submit the approved overtime request with the time sheet for the appropriate pay period.***