

ADDITIONAL AND/OR OVERTIME HOURS REQUEST FORM

1. No one may be paid for additional and/or overtime hours unless this form has been completed and approved in advance of the hours worked.
2. In the event of an emergency this form must be completed within one week of the overtime hours worked.
3. Overtime will only be paid for actual hours worked over 40 hours in a week.
4. Lorain Port Authority's work week begins on Saturday at 12:00 AM and ends on Friday at Midnight.
5. Holiday, sick, vacation, or personal time will not considered as hours worked for calculating overtime hours.
6. It is the employees responsibility to complete this form, get the approval signature and attach it to the time sheet with the additional and/or overtime hours worked.

Name: _____

Job Title: _____

Please give a explanation of work that needs to be completed.

Estimated number of additional and/or overtime hours needed: _____

Employees Signature

Date

Approved for _____ hours

Flex your schedule

Denied

Executive Directors Signature

Date