

## Overtime Offered and Declined

I \_\_\_\_\_ have been offered

Print Name

\_\_\_\_\_ of overtime work on \_\_\_\_\_.

Hours

Date

I request to be excused from my requirement to work this overtime.

I understand that approval of this request will count towards the equitable

distribution of overtime for this calendar quarter.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Employee's Request is: Granted  Denied  (Check one)

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date