Virginia Union University

Overtime Authorization Form

- **I. Purpose:** The purpose of this overtime authorization form is to control labor costs by managing the expense of overtime pay to nonexempt employees.
- II. Compliance: Virginia Union University pays time and one-half to nonexempt employees who exceed 40 hours of work time in a workweek.

Note: Paid leave, such as a holiday, sick or vacation pay, does not apply toward work time.

- III. Overtime Approval: Supervisors are required to obtain approval from managers prior to the use of overtime. Employees who anticipate the need for overtime to complete the weeks work must notify the supervisor in advance and obtain approval prior to working hours that extend beyond their normal schedule.
- IV. Consequences of overuse of overtime: Supervisors who authorize staff members to work overtime without prior approval from management will be subject to disciplinary action. Supervisors who continually rely on the use of overtime hours in order to complete a week's work without it being deemed as extenuating circumstances by management will be placed on a performance improvement plan.

V. Consequences of unauthorized overtime: Employees who fail to obtain approval prior to working hours that extend beyond their normal 40-hour workweek will be subject to disciplinary action. Repeated offenses may result in termination.		
Employee Requesting Overtime:		
Purpose of Overtime Work:		
Anticipated number of hours:		
Date: Hou	rs (From/To)	
Date: Hou	rs (From/To)	
Authorizations:		
Supervisor:	Signature:	Date:
Print Full Name Division V. President: Print Full N	Signature:	Date:
V. President. Fin Affairs:		Date

Print Full Name