



Gridley Unified School District
429 Magnolia Street Gridley, California 95948-2533
Phone (530) 846-4721 Fax (530) 846-4595

REQUEST FOR OVERTIME / COMPENSATORY TIME APPROVAL

Name: _____ Today's Date: _____

Overtime is defined as actual work performed in excess of eight hours in any single day or 40 hours in any calendar week. Leave usage time, such as sick leave or vacation hours, do not count toward the calculation of overtime. Compensatory time may only be earned after an employee has reached overtime status based on the hours of actual work performed.

If you hold more than one position, please indicate the site and position where the overtime or comp time was worked.

TO EARN COMP TIME

DATE REQUESTED: _____ **Site/Position:** _____

Start Time: _____ End Time: _____ Number of Hours Worked: _____

Extra Work Description: _____

DATE REQUESTED: _____ **Site/Position:** _____

Start Time: _____ End Time: _____ Number of Hours Worked: _____

Extra Work Description: _____

DATE REQUESTED: _____ **Site/Position:** _____

Start Time: _____ End Time: _____ Number of Hours Worked: _____

Extra Work Description: _____

DATE REQUESTED: _____ **Site/Position:** _____

Start Time: _____ End Time: _____ Number of Hours Worked: _____

Extra Work Description: _____

Total Overtime Hours Worked: _____ x 1.5 = _____
comp time earned

Employee Signature: _____ Date _____

Approved By Signature: _____ Date _____