HENRY COUNTY BOARD OF EDUCATION REQUEST FOR OVERTIME / EXTENDED TIME

Employee Name		Locatio	n
(Please print or type))		
Date for which overtime/extended time is	requested		
Approximate number of hours requested			
Explain work that will be done during this	s time		
I understand that I must have the written before I perform work outside of my regul my total hours actually worked beyond 40 compensatory time on an "hour for hour week (Sunday through Saturday), I will be compensatory time at a rate of 1 1/2 hour	larly scheduled 0 hours, I will " basis. For t paid 1 1/2 time	l work hou be paid my time actua es my regul	rs. If extra work does not extend y regular hourly rate or granted lly worked above 40 hours in a ar hourly rate or will be granted
I also understand that overtime or extend such work for the benefit of the school overtime or extended time for my benefit	system and th	at it is not	
"Exempt" positions are not entitled to over employees are those that typically meet or			
1. Executive, administrative and	professional o	ertified er	nployees.
2. Non-certified employees (a) which they are employed; (c) who have the recommendations as to the hiri employees will be given particular discretionary powers.	(b) who custo authority to ing, firing, or	marily din hire or f other char	rect the work of two or more ire or whose suggestions and age of status decision for other
Employee Signature	Employee	Position	Date
Administrator/Supervisor Signature	Date		Approved
Superintendent's Signature	Date	- 	Not Approved