

The Mico University College

PERMISSION TO WORK OVERTIME

(Please read the reverse side of this form before completing.)



TO: **THE PRESIDENT**

THRU: _____ FACULTY / DEPARTMENT / SECTION _____
Name of Dean/Department Head/Section Head

NAME OF EMPLOYEE _____

SECTION I – TO BE COMPLETED BY THE SUPERVISOR AUTHORIZING OVERTIME WORK

PERMISSION IS GIVEN TO WORK OVERTIME AS FOLLOWS:

PERIOD FOR WHICH APPROVAL IS REQUESTED FROM ____ / ____ / ____ TO ____ / ____ / ____

NUMBER OF HOURS TO BE WORKED FOR THE PERIOD _____

DESCRIPTION OF JOB/TASKS TO BE DONE _____

Signature of Employee _____ *Date* _____

I HAVE CONSIDERED ALTERNATIVES AND THE OVERTIME WORK IS WARRANTED

PROVIDE JUSTIFICATION FOR OVERTIME

I HEREBY AUTHORIZE THIS OVERTIME WORK _____

Signature of Dean/Department Head/Section Head

Date

I HEREBY VERIFY THAT THE OVERTIME WORK _____

HAS BEEN DONE SATISFACTORILY

Signature of Dean/Department Head/Section Head

Date

SECTION II – TO BE COMPLETED WHEN APPROVAL FOR OVERTIME IS BEING REQUESTED RETROACTIVELY (EMERGENCIES ONLY):

WHEN WAS THE EMERGENCY WORK DONE _____ NO. OF HRS. WORKED _____
Month Week Day

DESCRIPTION OF JOB/TASKS DONE _____

PROVIDE A COMPLETE EXPLANATION AS TO WHY AUTHORIZATION FOR OVERTIME WAS NOT REQUESTED IN ADVANCE:

Signature of Dean/Department Head/Section Head _____ *Date* _____

Please read the overleaf before completing this Application Form

PERMISSION TO WORK OVERTIME

This form is to be used for the authorization of **all** overtime worked by the University College personnel.

The application is made to the President through the Dean / Head of Department / Head of Section

Section I – is to be completed by the Supervisor pre-approving overtime to be undertaken. Information shall be given with respect to:

- Outlining the number of hours to be worked.
- Justifying the need to work overtime after he/she assures himself/herself that there is no other alternative and authorizes such overtime as necessary.

Both the employee and the supervisor are required to sign this section.

The Supervisor shall also indicate that the overtime work was completed satisfactorily.

Section II – is to be completed by the Supervisor in those cases where the overtime hours worked was NOT approved in advance (i.e. only in cases of emergency). An emergency is defined as an event that is urgent and requires immediate action e.g. maintenance work to repair a broken water main.