

Overtime: Authorization Form

Employee Requesting Overtime: _____

____ (Print Full name) (Signature)

Purpose of Overtime Work/Job Code:

Hours Overtime Worked: _____

(Date) Hours (From/To)

Approval Signature Authorizing Overtime: _____

(Signature)

Date of Approval: _____

I. Purpose: The purpose of this policy is to control labor costs by managing the expense of overtime pay to nonexempt employees.

II. Compliance: Abbott's AVDI pays time and one-half to nonexempt employees who exceed 40 hours of work time in a workweek.

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

b. The workweek begins at 12:00 a.m. on Sunday morning and ends at 11:59 p.m. on Saturday night.

III. Overtime Approval: Employee's are required to obtain approval from Jason Abbott prior to the use of overtime. Employees who anticipate the need for overtime to complete the weeks work must notify Jason in advance and obtain approval prior to working hours that extend beyond their normal schedule.

IV. Mandatory overtime: During busy periods, Abbott's AVDI may require employees to work extended hours.

V. Consequences of unauthorized overtime: Employees who fail to obtain approval prior to working hours that extend beyond their normal 40-hour workweek will not receive overtime hours.