



Monthly Banked Authorized Overtime Worked Form – AESES Employees

Submitted with the Monthly Absenteeism Report to Human Resources

Overtime hours shall be paid out for the following:

1. All accumulated hours in excess of 112 hours.
2. Any accumulated hours not taken as "time off" by the fiscal year end, unless mutually agreed upon in writing.
3. All accumulated hours not taken prior to an Employee's date of transfer.

Banked overtime taken must be reported on the Employee Paid Absences Monthly Report.

Department _____

For the Month of _____

<i>Date of Request</i>	<i>Employee Name</i>	<i># of Overtime Hours to be Worked</i>	<i>Date of Overtime Hours to be Worked</i>	<i># of Overtime Hours Banked</i>	<i>Pre-Authorization (Signature)</i>	<i>Date Approved</i>

Monthly Summary

<i>Employee Name</i>	<i>Total Hours</i>

<i>Employee Name</i>	<i>Total Hours</i>

Signature _____

Date _____