DEPARTMENT OF NATURAL RESOURCES
Technology Assessment Division
Request for Authorization To Earn Overtime and Compensatory Leave
Justification and Estimated Time Required

An appointing authority may require an employee to work overtime (C. S. Rule 11.3.1). State employees usually earn compensatory leave for additional hours worked. If you think you need to work overtime, you must obtain prior written approval from your supervisor and the Division Director or Assistant Division Director. This approval requires a projection of overtime required.
Prior to the end of the payroll period an Overtime and Compensatory Leave Earning Record must be submitted with time actually worked. Attach this signed form to Overtime and Compensatory Leave Earning Record, when you give it to your time administrator for entry into the human resource system.

This form is in an Excel format. Proposed overtime should be estimated in half hour increments.
This is NOT the Overtime and Compensatory Leave Earning Record. That form is downloadable from the DNR intranet site

Name: _____ Section: Technology Assessment Division

Date: From: _____ To: _____

DATE	FROM	TO	PROJECT	Estimated Time in half hour increments
			TOTAL:	

The above are my best estimates of time required to complete these tasks.

Authorization to Earn: _____
Supervisor Date

Signed: _____
Signature Date

_____
Division Director or Asst. Director Date

(01/09/2008)