REQUEST FOR OVERTIME/COMP TIME/CREDIT HOURS

1. Name (Last, First MI)	2. Organization	3. Pay Period

Pre–Authorization: **This section provides the employee the ability to request approval of overtime/comp time/credit hours/travel comp/holiday in advance of the work being performed.**

4a. Authority is requested for the performance of: Type of Hours Requested: ☐ Overtime ☐ Compensatory Time ☐ Credit ☐ Travel Comp ☐ Holiday	4b. Request Start Date	4c. Request End Date	4d. Request Hours

5. Justification: Describe the work to be performed and circumstances requiring the overtime/comp time/credit hours/travel comp/holiday to be worked.

6a. Employee/Requestor Signature	6b. Date Signed
7a. Official Action Taken on Request ☐ Approved ☐ Disapproved	7b. Action Remarks
7c. Approval Signature	7d. Date Signed

Final Authorization of Actual Overtime/Comp/Credit hours: **This section provides the employee the ability to record actual hours performed each day within the pay period.**

8a. Type	8b. Date		8c. Time		8d. Meal Break		8e. Hours	8f. Justification
	Start	Stop	Start	Stop	Start	Stop		

9. Certification: **I certify that the hours requested on this form are for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting extra hours (and provide additional documentation if required) and that falsification of information on this form may be grounds for disciplinary action, up to and including removal from Federal Service.**

10a. Employee Signature	10b. Date Signed
11a. Official Action Taken on Request ☐ Approved ☐ Disapproved	11b. Action Remarks
11c. Approval Signature: (Approval indicates the supervisor has determined the work necessary and that funds are available if needed.)	11d. Date Signed

REQUEST FOR OVERTIME/COMP TIME/CREDIT HOURS – Continuation Sheet

1. Name (Last, First MI)	2. Organization	3. Pay Period

Final Authorization - Continuation

8a. Type	8b. Date		8c. Time		8d. Meal Break		8e. Hours	8f. Justification
	Start	Stop	Start	Stop	Start	Stop		