

SAMPLE COMPANY NOTICE OF OVERTIME AVAILABILITY

Department:	Shift:
Date/Time OT Required:	Approximate Number of Hours of OT in Pay Period:
Positions Eligible:	Nature of Work:

Sample Company Policy on Overtime:

- Overtime is calculated on a weekly basis.
- Overtime must be requested and approved by the Supervisor in advance of working overtime.
- Employees must sign-up for overtime using this form. Overtime is then granted to those employees qualified to perform the required work on a first-come basis. In work areas in which the interest in working overtime is high, to ensure fairness, the Manager may approve overtime to those interested on a rotating basis.
- Regular hours in excess of sixty (60) per week are discouraged. This is for safety reasons as well as for employment standards requirements.
- Overtime is paid at time and a half (1 ½) after forty-four (44) hours per week.

If I am selected, I agree to work on an overtime basis for the above-noted period.

Name	Signature	Date

When the form is complete, please forward to Human Resources.