

**PEWITT CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

**Overtime Approval Form**

Name of Employee: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Rationale for need to work overtime:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Hours Required: \_\_\_\_\_

Date of Overtime Work: \_\_\_\_\_

Supervisor's Approval: \_\_\_\_\_

Hours of Overtime Actually Worked? \_\_\_\_\_



**COMPENSATORY TIME WILL BE ACCRUED FOR ALL OVERTIME HOURS WORKED**

**PCISD BOARD POLICY DEA (LOCAL)  
COMPENSATORY TIME**

**ACCRUAL:** At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee will be required to use compensatory time or, at the District's option, will receive overtime pay.

**USE:** An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay. Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.