

Hartley ISD  
Overtime Approval

Name: \_\_\_\_\_

Date of overtime worked: \_\_\_\_\_

Reason for overtime: \_\_\_\_\_

(\_\_\_\_) I want to be paid                      (\_\_\_\_) I want to earn comp time

Approved by:

\_\_\_\_\_

Principal

\_\_\_\_\_

Date

\_\_\_\_\_

Superintendent

\_\_\_\_\_

Date