



Raymondville Independent School District

One Bearkat Boulevard, Raymondville, Texas 78580
Phone: (956) 689-8175 • FAX: (956) 689-5869 – Business Office

OVERTIME APPROVAL

Non-exempt employees who work beyond forty hours in a work week must have the overtime pre-approved by the employee's immediate supervisor. The following information should be completed by the supervisor and retained as proof of approved overtime. A copy shall be provided to the employee.

_____	_____	_____
Employee's Name	Campus/Dept.	Date of Request
_____		_____
Date(s) of Overtime		# Hours Approved

Briefly describe the nature of the overtime work: _____

_____	_____
Supervisor's Signature	Date of Approval
_____	<u>Method of Overtime Payment</u>
Employee's Signature/Date	<u>at Time and a Half:</u>
	_____ Flex Time
	_____ Monetary