



Modified Overtime Agreement

An employee and employer may enter into a mutual overtime agreement to compensate for overtime after an employee works 40 hours in a work week. Overtime must be requested and approved in advance of time worked.

Department: _____

Effective Date: _____

Employee: _____

Employee ID: _____

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Appointing Authority: _____

Date: _____

Original: Supervisor File; Employee Upload to Workday