

**U.S. FISH AND WILDLIFE/OFFICE OF LAW ENFORCEMENT  
REQUEST, AUTHORIZATION AND REPORT OF OVERTIME**

**SECTION A - OVERTIME JUSTIFICATION**

Employee: \_\_\_\_\_  
(Print or Type)

Grade/Step: \_\_\_\_\_

Duty Station: \_\_\_\_\_

Overtime Justification:

Pay Period: From: \_\_\_\_\_ To: \_\_\_\_\_

Alternate to OT considered: \_\_\_\_\_ Yes \_\_\_\_\_ No

**SECTION B - OVERTIME REQUESTED/AUTHORIZED**

Dates:															Projected Overtime Totals			
Clock Hours	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	OT	SP	HP	
Regular Hours	To:																	
	From:																	
LEAP Hours																		
Premium Pay* Hours	To:																	
	From:																	
Total Hours:																		
Remarks: * Two Hours of availability pay must be worked before overtime is paid on a regular duty day.															(Requested By )			
															(Approved)			
															(Date)			

**SECTION C - ACTUAL OVERTIME WORKED**

Dates:															Actual Overtime Totals			
Clock Hours	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	OT	ND	SP	HP
Regular Hours	To:																	
	From:																	
LEAP Hours																		
OT Hours	To:																	
	From:																	
Totals	OT																	
	ND																	
	SP																	
	HP																	
Remarks:															(Employee)			
															(Approving Official)			
															(Supervisor)			

**OT - Overtime ND - Night Differential SP - Sunday Pay HP - Holiday Pay**