

USDA-APHIS

**REQUEST AND AUTHORIZATION FOR OCCASIONAL
OR IRREGULAR UNSCHEDULED OVERTIME**

This request shall be used to obtain approval for "occasional or irregular unscheduled overtime".
Whenever possible, overtime shall be approved in advance. Use a separate request for each overtime job. *This request is not for
Regularly scheduled overtime or reimbursable overtime.* Prepare in a sufficient number of copies to allow one approved copy to be filed
with each employee's Time and Attendance Report, and one copy to be sent to the next headquarters of the requesting unit.

1. **REQUESTING UNIT** (Branch, division, area office, district office, etc.)

2. **LOCATION OF REQUESTING UNIT** (*City and State*)

3. NAME OF EMPLOYEE	4. X if Applicable		Title	Grade	No. of Hours	Clock Hours	Date(s)	Pay Period	Location (City and State)
	Comp Time Auth	Nonexempt Under FSLA							
(1)									
(2)									
(3)									
(4)									
(5)									
(6)									
(7)									
(8)									

12. **JUSTIFICATION:** *Explain why overtime is necessary; alternatives available; consequences of non approval; other explanation).*

REQUESTED BY

The above overtime is ordered and/or approved for reasons shown in item 12. Justifications

13. SIGNATURE AND TITLE OF REQUESTING OFFICER	14. DATE REQUESTED	15. SIGNATURE AND TITLE OF APPROVING OFFICIAL	16. DATE APPROVED