

THORNTON TOWNSHIP HIGH SCHOOL DISTRICT 205
South Holland, Illinois 60473

COMPENSATORY TIME / OVERTIME REQUEST FORM

FOR PAY PERIOD ENDING _____ / _____ / _____

Any request for overtime should be pre-approved by your supervisor on a daily basis before completing your assignment(s).

Employee name: _____

Date	Description	Pre-Approval Signature	O.T. Hours	Comp. Hours

TOTAL HOURS: _____

Employee Signature

Supervisor Signature