



# DZAWADA'ENUXW FIRST NATION

## Overtime Authorization

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- All overtime worked must be documented on this form before it is entered in the book
  - No time off, in lieu of overtime will be granted unless form is filled in
  - This form must be filled in at time of overtime or next work day.
  - Time off in lieu of overtime must be filled out at least one week before desired time off.
  - Do not forget it must be approved by Immediate Supervisor as well as the Band manager

**Name:**

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**Overtime Worked – Date:**

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**Number of Hours:**

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**Reason for Overtime:**

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**Employee Signature:**

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**Immediate Supervisor:**

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**Band Manager:**

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**Copy to finance, to supervisor and to worker. Thank you!**