



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:

Overtime Worked – Date:

Number of Hours:

Reason for Overtime:

Employee Signature:

Immediate Supervisor:

Band Manager:

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