



Pre-Approval for Overtime

Employee Name: _____

Date of Request: _____

Date Overtime Will Occur: _____

Start/End Time of Time beyond Contract: _____

Rational of Overtime:

Approved

Denied

Explanation of Denial:

Supervisor Signature: _____

Date: _____

Revised 9/12/2018

Godfrey Saunders, Superintendent
Belgrade Public Schools
312 N. Weaver
Belgrade, Montana 59714
Phone: (406) 924-2006
Email: gsaunders@bsd44.org