



**Louis Armstrong New Orleans
International Airport**

Overtime Pre-Approval Form

Overtime is defined as any **PRE-APPROVED** additional time worked beyond:

- 8 hours actually worked on any single day
- 40 hours actually worked per week compiled on a weekly basis, Sunday through Saturday

All overtime must be **PRE-APPROVED** by your Department Manager. Failure to obtain pre-approval may result in an employee not being paid for overtime. Payment for overtime will be made in the regular paycheck covering the period in which the overtime was worked. Overtime must be turned in on the time sheets and must be approved by your Department Manager. No overtime is to be worked unless it is authorized by the Department Manager prior to working.

Employee Name:

Date to Work Requested Overtime:

Number of Overtime Hours Requested:

Reason for Requested Overtime:

| | |
|---------------------------------|---------------|
| _____ Employee Signature | _____ Date |
| Approved | Not Approved |
| _____ Supervisor's Signature | _____ Date |