

UNITED STATES
 DEPARTMENT OF THE INTERIOR
 BUREAU OF LAND MANAGEMENT

OVERTIME/HOLIDAY PAY REQUEST AND AUTHORIZATION

To:

NAME OF EMPLOYEE	PAY PLAN AND GRADE	DATES		TOTAL HOURS WORKED OVER-TIME/HOLIDAY*	COMPENSATORY TIME FOR OVERTIME	
		FROM	THROUGH		ELECTS**	ADMINISTRATIVELY REQUIRED***
	GS, WG					

Justification (give description of work and reason for overtime)

Requested by (signature)	Title	Date
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Organization

<input type="checkbox"/> Approved	Authorized Officer's Signature	Title	Date
<input type="checkbox"/> Disapproved			

*Exclude meal periods
 **Employee must initial
 ***Authorized Officer must initial

(Instructions on page 2)

INSTRUCTIONS

Completed form is returned to requesting officer who will forward approved form to timekeeper for retention with timekeeping records. Form is retained for three years following fiscal year in which overtime was performed.

Several employees may be listed on one form when all conditions are identical. Officials who may approve overtime are designated in BLM Manual 1400-550.

Wage employees **must** receive pay for **all** overtime. Classified employees whose salaries do **not** exceed step 10 of GS-10 may elect to receive compensatory time in lieu of payment. Authorized officers may require an employee whose salary exceeds step 10 of GS-10 to take compensatory time in lieu of payment. GS employees covered by the Fair Labor Standards Act **must** be paid overtime unless compensatory time is taken the same workweek as overtime is earned. (*See FPM Letter 551-6.*)

An employee, whose basic pay exceeds GS-15, step 10, is prohibited from receiving either pay or compensatory time for overtime.