PROCEDURES FOR APPROVAL OF OVERTIME WORK FOR THE
DEPARTMENTS OF NEUROLOGY, UROLOGY AND OTOLARYNGOLOGY

1. If work demands are such that tasks cannot be completed within the normal 40 hour work week, an employee will send an email to the Fiscal and Administrative Director with the following information:
   a. Specific task(s) that need to be completed using overtime hours
   b. Estimated amount of time that is needed to complete the task(s)
   c. Predicted dates that will accomplish the overtime task(s)
   d. Explanation as to why this work cannot be completed during the normal 40 hour work week

2. The Fiscal and Administrative Director will reply via email with either approval or rejection of the overtime request with a copy to the employee’s supervisor and to the departmental timekeeper.