

UNITED STATES DEPARTMENT OF AGRICULTURE
MARKETING AND REGULATORY PROGRAMS

**REQUEST AND AUTHORIZATION FOR
REGULARLY SCHEDULED OVERTIME WORK**

INSTRUCTIONS

This request is to be used for approval of "regularly scheduled overtime work" as authorized in MRP Directive 4610.1. Regularly scheduled overtime will be ordered and approved prior to the start of the administrative workweek. Use a separate request for each overtime job. This request is not for irregular or occasional overtime or reimbursable overtime.

This form is optional; however, the information must be maintained, in any format, as required by Human Resources Desk Guide (HRDG) 4550.

Prepare enough copies to allow one approved copy to be filed with each employee's Time and Attendance Report, and one copy to be sent to the next higher level of the requesting unit.

1. REQUESTING UNIT (*Branch, division, area office, district office, etc.*)

2. LOCATION OF REQUESTING UNIT (*City and State*)

3. NAME OF EMPLOYEE	4. "X" IF APPLICABLE		5. TITLE	6. GRADE	7. NUMBER OF HOURS	8. CLOCK HOURS	9. DATE(S)	10. PAY PERIOD NUMBER	11. LOCATION (<i>City and State</i>)
	Comp. Time Authorization	Nonexempt under FLSA							
(1)									
(2)									
(3)									
(4)									
(5)									
(6)									
(7)									
(8)									
(9)									
(10)									

12. JUSTIFICATION (*Explain why overtime is necessary, alternatives available, consequences of non-approval, and other explanation(s)*) (See MRP Directive 4610.1 at: <https://www.aphis.usda.gov/library/forms/pdf/mrp2.pdf> or the HRDG at https://www.aphis.usda.gov/aphis/ourfocus/business-services/forms_publications/hr_desk_guide/hrdg)

REQUESTED BY		<u>The above overtime is ordered and approved for the reasons shown in Item 12. Justification.</u>	
13. SIGNATURE AND TITLE OF REQUESTING OFFICER	14. DATE REQUESTED	15. SIGNATURE AND TITLE OF APPROVING OFFICIAL (See MRP Directive 4610.1)	16. DATE APPROVED