

Weekly Department Overtime Authorisation Sheet

All overtime must be authorised in advance by the Operations Manager (or a Director if not available).  
To be completed by Head of Department (or authorised deputy if not available)

Week Commencing: \_\_\_\_\_

Name	No of Hours							Comments
	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	

Requested by:

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

Authorisation

Yes/No/Comments:

\_\_\_\_\_

Name

\_\_\_\_\_

Signature