

UNIVERSITY SYSTEM OF NEW HAMPSHIRE

WAIVER OF OVERTIME FORM

The waiver of overtime applies only to hours worked over eight (8) in one day. Overtime must be paid for all hours worked over forty (40) in one week. This form is to waive the USNH policy of paying overtime for all work performed over eight (8) hours in one day.

This form documents:

- My understanding that my appointment has a permanent work schedule which requires more than eight (8) hours in a day, but less than forty (40) in a week.
- My request for a flex-time work schedule from _____ to _____ which will exceed eight (8) hours worked in a day.
- My acceptance of a job, which combined with my status job, will exceed eight (8) hours worked in a day.

I understand that by accepting a position or making a request that involves working more than eight (8) hours in a day, I will not receive overtime until I have worked more than forty (40) hours in a week.

Staff Member's

Name (please print): _____

Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

HR Officer's Signature: _____ Date: _____

Copies: Supervisor
Personnel File