

REQUEST FOR OVERTIME, HOLIDAY PAY, COMPENSATORY TIME, AND CREDIT HOURS

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 5 U.S.C. Chapter 53, 55, and 81.

PRINCIPAL PURPOSE(S): To ensure that requests for overtime pay, compensatory time, or credit hours are properly requested, justified and approved to substantiate time and attendance entries.

ROUTINE USE(S): The "Blanket Routine Uses" published at the beginning of the DFAS compilation of systems of records notices apply to this collection.

DISCLOSURE: Voluntary; however, failure to provide requested information may result in a denial of this request. This collection is covered by DFAS System of Records Notice T7335, Defense Civilian Pay System (DCPS).

1. EMPLOYEE NAME <i>(Last, First, Middle Initial)</i>	2. PAY PERIOD NUMBER
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3. REQUEST					
a. HOURS REQUESTED	b. DATE <i>(YYYYMMDD)</i>	c. OVERTIME <i>(See Note 1)</i>	d. HOLIDAY PAY	e. COMP TIME <i>(See Note 2)</i>	f. CREDIT HOURS

NOTE 1: More than 16 hours of overtime per pay period must be approved by Director, WHS.

NOTE 2: Accrued comp time must be used before annual leave.

4. JUSTIFICATION *(Include details requiring additional hours worked)*

5.a. SIGNATURE OF REQUESTER	b. DATE <i>(YYYYMMDD)</i>
6.a. SIGNATURE OF APPROVING OFFICIAL	b. DATE <i>(YYYYMMDD)</i>
7.a. SIGNATURE OF CERTIFIER	b. DATE <i>(YYYYMMDD)</i>