

HAZLEHURST CITY SCHOOL DISTRICT
119 Robert McDaniel Drive
Hazlehurst, MS 39083

Mr. Cloyd Garth Jr., Superintendent

Request for Additional Hours/Overtime

Overtime Requested For:

_____	_____	to	_____
Employee (1)	Beg. Date		End Date

	Anticipated # of Hours		
_____	_____	to	_____
Employee (2)	Beg. Date		End Date

	Anticipated # of Hours		
_____	_____	to	_____
Employee (3)	Beg. Date		End Date

	Anticipated # of Hours		

Purpose:

Supervisor Requesting
Overtime

Signature Date

Approved/Denied

If denied provide reason

Superintendent

Signature Date