

GAINESVILLE ISD OVERTIME REQUEST FORM

For all overtime, please complete the information below and submit to the Director of Human Resources. Document will be reviewed and campus will be notified of decision.

Head Start

Edison

Chalmers

Lee

Junior High

High School

DAEP

Maint/Trans.

Central Administration

Staff name & position to work Overtime:

Date/s of Overtime to be worked:

Reason for Overtime:

Campus Principal/Director Signature

Date

Approved

Not Approved

Superintendent

Date