

Business Contracts



CONTRACT PACK

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<<Company>>

Overtime Authorization Form Date Reported <<CurrentDate>>

Employee:	<<ContractFirstName>> <<ContractLastName>>
Title:	<<ContractJobTitle>>
Department:	<<Department>>
Supervisor:	<<Supervisor>>
Overtime Period:	<<StartDate>> to <<EndDate>>

Instructions:

All employees must obtain written permission from a supervisor in order for overtime pay to be credited.

Employees must complete the following form and file it with the Human Resources Department prior to

DEMO CONTRACT

This demo contract has been truncated to only show part of the first page. The complete editable version of this document is available in the Contract Pack template collections <http://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/employee-overtime-authorization-form.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.



S A M P L E

This sample has been truncated to only show a portion of the content. The complete editable version of this document is included with Proposal Kit Professional and Contract Packs available at:

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