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| **Employee Name** | **Phone** | **Email** | **Overtime Date** | **Reason for Overtime** |
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*O*ver*t*ime

sign up sheet

**Stellar Innovations Inc |** 1234 Horizon Blvd, Suite 567, San Francisco, CA 94105, USA

**Email |** contact@stellarinnovations.com

Overtime Pay

Overtime hours are compensated at 1.5 times the regular hourly rate

Compensatory Time

Extra hours worked can earn compensatory time off (CTO) for future use

Benefits

Approval Required

Overtime must be approved by the direct manager before signing up

Time Limit

Overtime is limited to a maximum of 12 hours per day and 40 hours per month

Requirements