

## sign up sheet

- **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

- 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

Stellar Innovations Inc | 1234 Horizon Blvd, Suite 567, San Francisco, CA 94105, USA  QuickSignup Email | [contact@stellarinnovations.com](mailto:contact@stellarinnovations.com)