



## BRISTOL WARREN REGIONAL SCHOOL DISTRICT

235 HIGH STREET, 2<sup>nd</sup> FLOOR, BRISTOL RI 02809

WWW.BWRSD.ORG (401) 253-4000

### OVERTIME AND/OR WORK IN A HIGHER CLASSIFICATION PRE-APPROVAL FORM

For completion by Employee and approval by Administrator **PRIOR TO** time worked.

Staff Name: \_\_\_\_\_

Building: \_\_\_\_\_ Assignment: \_\_\_\_\_

**OVERTIME REQUESTED:** Hours: \_\_\_\_\_ Date(s) \_\_\_\_\_

Reason:

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**HIGHER CLASSIFICATION:** Hours: \_\_\_\_\_ Date(s) \_\_\_\_\_

Reason:

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Substitute Required? Yes \_\_\_\_\_ No \_\_\_\_\_

Requested by (Administrator): \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Director of Finance: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_