

Resource Exception and Overtime Approval Request

Company: _____

Date of Work Performed: _____

Exception Codes:

- 01 Paid additional hours after normal shift or schedule
- 02 Worked through lunch
- 03 Other (On Exception detail column)

Area:

Shift:

Job Card:

Employee Name *	Code	Exception Details	Matrix Charge Number	Additional Time Requested ** Total hours	Hours			Total
					S/T	O/T	D/T	
								0.0
								0.0
								0.0
								0.0
								0.0
								0.0
								0.0
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								0.0
								0.0

Requestor - Signature

Date

Contract Supervisor Signature

Date

TAR/Maintenance Supervisor Signature

Date

Responsibility:

- Contractor is responsible for getting TAR/Maintenance Supervisor signature
- Contractor is responsible for identifying support crafts and resources (Ex: Scaffolding, HEO, Inspections)

Accountable:

Requestor is Accountable for ensure that the TAR/Maintenance Supervisor has been made aware of request and he will see request withinn 24 hours for his signature.