

SCHEDULED OVERTIME OFFERED/WORKED

Organization Name/Number _____

Month _____

CLASSIFICATION _____ *List employees by classification and years of service within class*



Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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OFFERED, NOT WORKED = X OFFERED, WORKED = ACTUAL OVERTIME HOURS