

<b>TURTLE MOUNTAIN SCHOOL DIVISION</b>	<b>2 - N</b>
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**REQUEST FOR BANKED/OVERTIME PAY-OUT**

This form is to be used when the employee is requesting a pay-out of banked time or overtime hours.

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_ School: \_\_\_\_\_

Banked Hours Requested: \_\_\_\_\_

Overtime Hours Requested: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date