



## Unauthorized Overtime

### Definition:

Unauthorized overtime is time that an employee, **without prior authorization from a supervisor**, works in excess of the scheduled tour.

- \* (i) Because work was performed, that time **must be paid** as unauthorized overtime.
- \* (ii) If a supervisor did not observe or have reason to know that no work was performed by an employee while, "on the clock," that time must be paid as unauthorized overtime.
- (iii) If no work was performed, and the supervisor observed or had reason to know that no work was performed, the supervisor must disallow that time, and record it on Form 1017-A, *Time Disallowance Record*, and take appropriate corrective action.

**\*Note:** In each of these unauthorized overtime situations the supervisor **must** document the occurrence on this form and take appropriate corrective action.