

**GMU Human Resources & Payroll  
Request for Overtime Leave Pay Out**

**As the supervisor for:**

**Name of employee** \_\_\_\_\_

**G #** \_\_\_\_\_

**Department** \_\_\_\_\_

**I hereby request that the overtime leave earned by the above employee for the period of \_\_\_\_\_ to \_\_\_\_\_ (date) be paid as overtime *pay*.**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**