EPA

United States Environmental Protection Agency
Washington, DC 20460

Request for and Authorization of Overtime Work

(see bottom of WP document for Privacy Act Statement)

1. For Pay Period Ending	2. Account Number
2/22/2014	
3. Document Control Number	4. Estimated Cost
5. Check One	
[X] Original Request	[ ] Extension

Authority for approving payment for overtime, or the allowance of compensatory time in lieu of payment for overtime, is reserved only to those officials stated in Agency delegations.

Overtime must be authorized prior to its performance except in cases of emergency, and overtime actually worked under this authorization must be recorded on the employee's Time and Attendance (T&A) Card, EPA Form 2565-1, -2, or -3.

6. Justification or Reason

Travel to Charleston West Virginia for continuing Emergency Response and Removal Assessment work at the WV Chemical Leak at Freedom Industries along the Elk River. Travel in GSA assigned vehicle.

7. Employee's Name	8. Social Security Number	9. Grade or Rate	10. Authorized Overtime		
			Estimated No. of Hours	Comp Time	Dates
Dennis Matlock		GS-13	40		2/9/2014 to 2/22/2014

Fran Burns	Chief, Western Response Branch	Date
11. Requested by David Wright	Title Director, OPR	Date
12. Approved by Kathy Hodgkiss	Title Acting Director, HSCD	Date

EPA Form 2560-7 (Rev. 5-86) Previous editions are obsolete.