

[REDACTED]

From: [REDACTED]
Sent: Monday, August 19, 2019 10:37 AM
To: [REDACTED]
Subject: Emailing: OVERTIME FOR AUGUST 10, 2019
Attachments: TEXT.htm; OVERTIME FOR AUGUST 10, 2019.pdf

see below

Your message is ready to be sent with the following file or link attachments:
OVERTIME FOR AUGUST 10, 2019

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

[REDACTED]
Correctional Systems Officer
FCC Butner
[REDACTED]
Butner, NC 27509
[REDACTED]

"This message is intended for official use and may contain SENSITIVE information. If this message contains SENSITIVE information, it should be properly delivered, labeled, stored, and disposed of according to policy."

[REDACTED]

8.4.21

OVERTIME AUTHORIZATION

MCC NEW YORK
(Institution Location)

To WANDA LEAH SMITH 19 AUGUST, 2019
(Name of Employee)

You are authorized to work overtime as follows:

Day of Week: SATURDAY Date: 10 AUGUST, 2019

Starting: 10:00 AM Approximate period: 420 10:00 AM TO 5:00 PM minutes

Purpose: DUE TO INSTITUTIONAL EMERGENCY

Reasons work cannot be accomplished during regular tours of duty: DUE TO INSTITUTIONAL EMERGENCY

Warden or Authorized Supervisor

In accordance with above authorization I certify I worked the following overtime:

Day of Week: SATURDAY Date: 10 AUGUST, 2019

Starting: 10:00 AM Approximate period: 420 10:00 AM TO 5:00 PM minutes

and request: Overtime Pay

Compensatory Time

(Signature of Employee)

Time verified (supervisor's initial)

(To be used where not authorized
in advance by Warden)

Approved:

Warden

Instructions:

- (1) Where several employees authorized, use reverse side and insert in space for "name of employee" the words 'per names and periods on reverse side.'
- (2) "Authorized Supervisor" in accordance with written delegation of authority at institutional level per regulations.
- (3) To be prepared in Original only, processed in accordance with institutional regulations and filed in payroll folder.

