



ADDENDUM TO REQUEST FOR ADDITIONAL COMPENSATION

Approval of a request for additional compensation is contingent upon employee's and supervisor's agreement, as evidenced by signature below, to the following conditions:

- I.** All work described on the accompanying Request for Additional Compensation form shall be done on the employee's own time.
- II.** If the employee must be absent from his/her regular duties in order to carry out the assignment for additional compensation, the employee shall report vacation time on the appropriate time reports for the day(s) he/she must be absent from those regular duties while carrying out this assignment.
- III.** If personal time or vacation cannot be used, the employee understands that he/she is required to devote no fewer than 40 hours to his/her regular job duties during the week the assignment for additional compensation is carried out and that his/her supervisor shall certify that he/she satisfied this requirement.

Employee's Signature	Printed Name	Date
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Supervisor's Signature	Printed Name	Date
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Instructions:

1. Employee and Supervisor signs, acknowledging requirements
2. Supervisor submits signed acknowledgement with Request for Additional Compensation