



Waccamaw Economic Opportunity Council, Inc.  
The Community Action Agency serving Horry, Georgetown and Williamsburg Counties



Zacharius Grate  
Board Chair

Elizabeth Fryar  
Executive Director

**ATTACHMENT TO T&A REPORT FOR OVERTIME**

DATE: \_\_\_\_\_

SUBJECT: **OVERTIME PAY**

This is to certify that employee, (NAME) \_\_\_\_\_

was requested to work beyond the normal work day for \_\_\_\_\_ hours

(INDICATE THE NUMBER OF HOURS) for (SPECIFY THE REASON)

\_\_\_\_\_  
\_\_\_\_\_

These additional work hours were necessary to meet program requirements related to an emergency, safety, or non-availability of personnel.

\_\_\_\_\_  
SIGNATURE OF PROGRAM DIRECTOR

\_\_\_\_\_  
DATE