

After Hours LinkedIn Learning Authorization

Before taking any course on LinkedIn Learning after normal business hours, an overtime eligible employee must request and receive written permission from his or her supervisor using this form.

To be completed by requesting employee:

Date: _____

Employee name: _____

Supervisor name: _____

Course name: _____

To be completed by requesting employee's supervisor:

_____ Work-related course (a course that in any way improves or enhances employee's productivity, efficiency or effectiveness), approved to be taken outside employee's regular work hours

If this option is approved, any overtime earned by the employee while taking the course must be granted in accordance with agency policy and applicable law.

_____ Work-related course, disapproved to be taken outside employee's regular work hours

_____ Non work-related course (a course that will in no way improve or enhance the employee's productivity, efficiency or effectiveness), approved to be taken outside employee's regular work hours

Supervisor signature: _____

Date: _____

Supervisor to place original in a personnel file and provide a copy to employee.