

# Extra Hours Work Request and Approval Form

**Employee Name**

**Department**

**Employee ID**

**Date of Request**

**Position**

**Reason for Extra Hours**

**Date to Work**

**Start Time**

**End Time**

**Total Extra Hours**

**Details of Work to be Performed**

**Employee Signature**

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Date

**Supervisor/Manager Approval**

Name

Date

**HR/Administration Approval**

Name

Date