

Manager Consent Document for Extra Work Hours

Employee Details

Employee Name: _____

Employee ID: _____

Department: _____

Extra Work Details

Date(s): _____

Total Extra Hours: _____

Reason(s): _____

I, the undersigned Manager, authorize the above-named employee to work extra hours as detailed above. I confirm that this approval is in line with company policy and labor regulations.

This consent is being provided after consideration of operational needs and employee well-being.

Manager Name & Signature

Date