

# 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