

## **MAKE-UP TIME REQUEST**

Employees can use this form to request for make-up time — without daily overtime pay — for work time lost because of personal reasons. Supervisory approval must be obtained on this form BEFORE the make-up time is worked. Make-up time plus regular hours worked may **not exceed 11 hours** in a day. Supervisors may not ask employees to request make-up time.

Separate requests must be made and approved for each work week.

The approved form must be submitted to Payroll by 10:00 A.M. Monday of the following week.

Make-Up Time Information (to be completed by the employee)				
I hereby request to work additional hours to make up work time I missed due to a personal obligation. Upon approval, I will work the make-up hour(s) <i>in the same workweek</i> during which the time was lost as indicated below.				
The scheduled work hours missed a	ге:			
Hours / Date	Hours / Date	Hours / Date	Hours / Date	
I wish to make up the lost time of	me of hour(s) <i>in the same workweek</i> by working additional hour(s) on:			
Hours / Date	Hours / Date	Hours / Date	Hours / Date	
I understand that if this request is approved, the make-up hour(s) will be paid at my normal hourly rate and not considered overtime.				
Employee (Signature)	Print Name		Date	Extension
Campus-Wide ID				
Approval Information (Superviso	ory Approval)			
☐ Approved	☐ Not Approved			
Approver (Signature)	Print Nam	е	Date	Extension
Title				