

PEPPERDINE UNIVERSITY

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) **in the same workweek** during which the time was lost as indicated below.

The scheduled work hours missed are:

_____	_____	_____	_____
Hours / Date	Hours / Date	Hours / Date	Hours / Date

I wish to make up the lost time of _____ hour(s) **in the same workweek** 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.

_____	_____	_____	_____
<i>Employee (Signature)</i>	<i>Print Name</i>	<i>Date</i>	<i>Extension</i>

Campus-Wide ID _____

Approval Information (Supervisory Approval)

Approved

Not Approved

_____	_____	_____	_____
<i>Approver (Signature)</i>	<i>Print Name</i>	<i>Date</i>	<i>Extension</i>

Title _____