## 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
I wish to make up the lost time of $\qquad$ 0.00 hour(s) in the same workweek by working additional hour(s) on:

| 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. | Hours / Date |
| Employee (Signature) | Print Name |

Campus-Wide ID $\qquad$

Approval Information (Supervisory Approval)

| $\square$ Approved | $\square$ Not Approved |  |  |
| :--- | :---: | :---: | :---: |
| Approver (Signature) | Print Name | Date |  |
| Title |  |  |  |

