

**COMPANY NAME**

**REQUEST TO MAKEUP TIME**

**EMPLOYEE NAME:** \_\_\_\_\_ **CURRENT DATE:** \_\_\_\_\_

**EMPLOYEE ID NO:** \_\_\_\_\_ **IMMEDIATE SUPERVISOR:** \_\_\_\_\_

I am submitting this request to work additional hours to makeup work time I missed for personal reasons. I will work the makeup hours in the same workweek the time was lost.

I was off work, or will be off work, for personal reasons on \_\_\_\_\_  
 (specify date) during the hours of \_\_\_\_\_. I wish to makeup that lost  
 time of \_\_\_\_\_ hour(s) during the same workweek by working an additional \_\_\_\_\_ hour(s) on  
 \_\_\_\_\_ (specify date(s)).

I understand that the makeup hours will not count toward calculating overtime unless I work more than 11 hours on a makeup day or 40 hours in that workweek.

\_\_\_\_\_

**EMPLOYEE'S SIGNATURE**

\*\*\*\*\*

**APPROVED:** \_\_\_\_\_ **NOT APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**BY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

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