

**MAKE UP TIME REQUEST FORM
FOR NON-EXEMPT EMPLOYEES**

(To be submitted for approval before taking time off and working any “make up” time)

I, _____ request permission to miss ____ hours that I am regularly scheduled to work on _____.

I wish to be absent from _____ am/pm to _____ am/pm for personal reasons, and to make up this missed work time **during the same workweek**. I would like to make up the missed work time before I am absent/after my absence (Circle one or both) on _____ from _____ am/pm to _____ am/pm.

I understand that my supervisor/person in charge can approve or deny my request.

I also understand and agree that I will not be eligible for overtime pay for hours I work past eight (8) and up to eleven hours (11) on any of the days when I am making up time I have missed or will miss during the same workweek, but I will receive overtime pay if I work more than 11 hours on a make-up day or more than 40 hours in the same workweek.

I have read and filled out this request myself; the information it contains is entirely accurate. No one in authority at _____ has encouraged or solicited me to take personal time off and make up the missed time. I am signing and submitting this request voluntarily.

Name of Employee

Date

Employee Signature

APPROVED BY:

Name of Approver

Signature of Approver

Date

