


# SOUTHEASTERN CALIFORNIA CONFERENCE

## REQUEST FORM FOR MAKE-UP TIME

I am submitting this request to work additional hours, outside my regular work week schedule, to make up work time I missed/will miss for personal reasons. I will work the make-up hours in the same workweek that the time was lost.

Requested  Date: \_\_\_\_\_ Hour(s): \_\_\_\_\_

Make-up  Date: \_\_\_\_\_ Hour(s): \_\_\_\_\_  
Date: \_\_\_\_\_ Hour(s): \_\_\_\_\_  
Date: \_\_\_\_\_ Hour(s): \_\_\_\_\_  
Date: \_\_\_\_\_ Hour(s): \_\_\_\_\_

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

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***(electronic signature will NOT be accepted)***