



Make-Up Time Request Form

I am submitting this request to work additional hours to make up work time I missed or will miss, for personal reasons.

I agree:

1. Request must be approved by the Company in advance for the make-up time.
2. I will work the make-up hours in the same workweek that the time is lost.
3. A separate request must be submitted for each occasion that I am requesting make-up time, except I may request make-up 4 weeks in advance for a fixed, recurring personal obligation.
4. I will work a maximum of 11 hours and 40 hours per week. Hours worked in excess of these maximums are subject to overtime pay and as such require pre-approval from my supervisor.
5. If I take the requested time off but do not work the corresponding make-up time, the time off may be unpaid.

I was off work, or will be off work, for personal reasons as follows:

Day	Date	From (Circle AM or PM)	To (Circle AM or PM)	Hours
Monday		AM PM	AM PM	
Tuesday		AM PM	AM PM	
Wednesday		AM PM	AM PM	
Thursday		AM PM	AM PM	
Friday		AM PM	AM PM	
Saturday		AM PM	AM PM	
Sunday		AM PM	AM PM	
Total Hours				

I wish to make up the lost time during the above workweek by working as follows:

Day	Date	From	To	Hours
Monday		AM PM	AM PM	
Tuesday		AM PM	AM PM	
Wednesday		AM PM	AM PM	
Thursday		AM PM	AM PM	
Friday		AM PM	AM PM	
Saturday		AM PM	AM PM	
Sunday		AM PM	AM PM	
Total Hours				

Employee Name	Signature	Date

The revisions to the employee's regular schedule indicated above are approved.

Approval		
Supervisor Name	Signature	Date

Once approved, please send this form to the Payroll Department at payroll@mgeunderground.com.