Overtime Approval Request Form

This **approval request form** sample streamlines the process of submitting overtime requests by clearly outlining necessary details such as hours worked and reason for overtime. It ensures efficient communication between employees and management for prompt decision-making. Utilizing this form helps maintain accurate records and supports fair workforce management.

Employee Name:

Department:

Date of Overtime:

Start Time:

End Time:

Total Overtime Hours:

Reason for Overtime:

Employee Signature:

Date of Submission:

Manager Approval

Manager Name:

Approval Status:

Approved ▼

Comments:

Manager Signature:

Date:

Submit Request