

Overtime Request Form

Submit your **overtime request form** efficiently with our sample designed specifically for government employees. This template ensures all necessary details are clearly documented for approval. Streamline the process and maintain compliance with government regulations.

Employee Name

Employee ID/Number

Position/Title

Department/Unit

Date of Request

Date(s) of Overtime

Start Time

End Time

Total Hours Requested

Reason for Overtime

Immediate Supervisor

Approval Status

Submit Request

Please ensure all sections are completed accurately before submitting for approval.