

# 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

e.g., June 23, 2024 or June 23-24, 2024

## Start Time

## End Time

## Total Hours Requested

## Reason for Overtime

Provide detailed reason for overtime

## Immediate Supervisor

## Approval Status

-- Select --

Submit Request

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