

Overtime Request Form Sample (Multiple Dates)

Use this **overtime request form sample with multiple dates** to efficiently document employee overtime across different days. It simplifies tracking and approval processes by consolidating multiple entries into one form. This form ensures accurate and organized overtime management for HR departments.

Employee Name:

Department:

Employee ID:

Manager/Supervisor:

Overtime Details (Multiple Dates)

Date	Day	Start Time	End Time	Total Hours	Reason for Overtime
<input type="text"/>	(e.g., Monday)	<input type="text"/>	<input type="text"/>	(e.g., 2.5)	<input type="text"/>
<input type="text"/>	(e.g., Tuesday)	<input type="text"/>	<input type="text"/>	(e.g., 1.5)	<input type="text"/>
<input type="text"/>	(e.g., Wednesday)	<input type="text"/>	<input type="text"/>	(e.g., 3)	<input type="text"/>

Employee Signature:

Date Submitted:

Manager Approval
Signature:

Date Approved: