

Overtime Request Form

Use this **overtime request form sample** to efficiently track and approve additional work hours for remote workers. It ensures clear communication and accurate record-keeping for remote team management. Simplify your approval process with a standardized, easy-to-use template.

Employee Name

Employee ID

Department/Team

Date of Overtime

Number of Overtime Hours Requested

Reason for Overtime

Supervisor/Manager Name

Approval Status

Submit Request

Note: All overtime requests must be submitted prior to commencing additional work hours. Approval from your supervisor/manager is required.