

Make Up Time Request Form

I request the opportunity to miss _____ hours of scheduled work time on _____ from _____ am/pm to _____ am/pm because of personal obligations, and to make up this missed work time during the same workweek. I would like to make up the missed work time on _____ from _____ am/pm to _____ am/pm. I understand that Caltech can grant or deny my request.

I also understand and agree that I will not be eligible for overtime pay for hours worked past eight and up to 11 hours on any of the days when I am making up time missed or to be missed during the same workweek, but I will receive overtime pay if I work more than 11 hours on a make up day or 40 hours in the same workweek.

I have certified that I have read this request, that the information it contains is fully accurate, that Caltech has not encouraged or solicited me to take personal time off and make up the missed time, and that I am signing and submitting this request on an entirely voluntary basis.

DATE

Employee's Name

Employee's Signature

Approval:

DATE

Supervisor or Designee Name

Supervisor or Designee Signature