# Overtime Request Form

**Purpose:** This form is used to formally document and request manager approval for any overtime hours to be worked by an employee. It ensures that overtime work is necessary and authorized in compliance with company policies.

## Employee Information

**Employee Name:** {employeeName}  
**Employee ID:** {employeeId}  
**Department:** {department}  
**Position:** {position}  
**Manager:** {managerName}

## Overtime Details

**Date of Request:** {requestDate}  
**Proposed Overtime Date:** {overtimeDate}  
**Start Time:** {startTime}  
**End Time:** {endTime}  
**Total Hours Requested:** {totalHours}

## Reason for Overtime

{reason}

{#tasks}

### Tasks to be completed:

* {taskDescription}

{/tasks}

## Approval Section

**Approver's Name:** {approverName}  
**Approval Status:** {approvalStatus}  
**Date of Decision:** {decisionDate}  
**Comments:**  
*{approverComments}*

{^isApproved}

Note: The requested overtime has not been approved. Please contact your manager for further clarification.

{/isApproved}

**Signature of Employee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** {submissionDate}