# Overtime Work Request for Warehouse Staff

**Purpose:** This document serves to formally request authorization for warehouse personnel to work beyond the scheduled hours. It ensures that overtime work is recorded, justified, and approved accordingly.

## Request Details

**Date of Request:** {requestDate}

**Requested By:** {requesterName}

**Department:** {department}

## Overtime Schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | **Employee ID** | **Position** | **Overtime Date** | **Start Time** | **End Time** | **Reason for Overtime** |
| {#employees}{employeeName} | {employeeId} | {position} | {overtimeDate} | {startTime} | {endTime} | {reason}{/employees} |

## Supervisor Review

**Reviewed By:** {supervisorName}

**Position:** {supervisorPosition}

**Date of Review:** {reviewDate}

{#isApproved}

**Status:**Approved

**Remarks:***{approvalRemarks}*

{/isApproved}

{^isApproved}

**Status:**Denied

**Reason for Denial:***{denialReason}*

{/isApproved}

## Acknowledgement

All listed employees acknowledge the extended working hours and their consent to the terms of overtime employment.

{#acknowledgements}

* **{employeeName} ({employeeId}):** Acknowledged on {ackDate}

{/acknowledgements}

## Additional Notes

{additionalNotes}