

<u>Location</u>			
GSC	<input type="checkbox"/>	GMS	<input type="checkbox"/>
UCL	<input type="checkbox"/>	AFCA	<input type="checkbox"/>
		GORS	<input type="checkbox"/>
		GIT	<input type="checkbox"/>
		WINDSOR	<input type="checkbox"/>

## Overtime Request

### Overtime Request Information

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time Requested: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Overtime:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

### Manager Approval

Approved

Rejected

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Manager Signature*

\_\_\_\_\_  
*Date*

### CEO Approval

Approved

Rejected

Comments:

\_\_\_\_\_

\_\_\_\_\_  
*CEO Signature*

\_\_\_\_\_  
*Date*