

**Request for Makeup Time**

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

Worksite Company: \_\_\_\_\_

I am requesting time off as a result of a personal obligation on: \_\_\_\_\_ (specify date)

during the hours of \_\_\_\_\_ am \_\_\_\_\_ pm to \_\_\_\_\_ am \_\_\_\_\_ pm.

I wish to make up that lost time within the same workweek as follows: *(Fill in the dates and hours your plan to work to make up the missed times)*. **Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or will be lost due to a personal obligation.**

\_\_\_\_\_

I understand that:

1. Any makeup time I work will not be paid at an overtime rate;
2. A separate written request is required for each occasion that I request makeup time;
3. My makeup time request must be approved in writing before I take the requested time off work or work makeup time, whichever is first;
4. If I take makeup time and am unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid;
5. If I work makeup time before the time I plan to take off, I must take that time off, even if I no longer need the time off for any reason;
6. The company does not encourage, discourage, or solicit the use of makeup time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Approved  Not Approved  Approved with changes \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_

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