

# UPC Staff Change of Hours Request

Name \_\_\_\_\_

Today's Date \_\_\_\_\_

Overtime Request       Make-up Time

Other \_\_\_\_\_

Date of Change \_\_\_\_\_

Hours of Change \_\_\_\_\_

Total Additional Hours \_\_\_\_\_

Supervisor OK \_\_\_\_\_ Date \_\_\_\_\_

Calendar OK \_\_\_\_\_ Date \_\_\_\_\_

Recorded \_\_\_\_\_ Date \_\_\_\_\_

Comments/Explanation \_\_\_\_\_

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