



# Royal Staffing Services

3625 Thousand Oaks Blvd., Suite 245  
Westlake Village, CA. 91362-3625

805 373 9909 or 818 981 1080

Fax 805 494 4365 or 818 981 1338

## REQUEST TO MAKE UP TIME AGREEMENT

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

I request the right to work additional hours to make up work time I voluntarily missed for personal reasons. I will work the make-up hours in the same workweek that the time was lost and I will not work more that eleven (11) hours in one workday by adding make-up hours to that day.

At my request, I was off work or will be off work for personal reasons on \_\_\_\_\_ (date) during the hours of \_\_\_\_\_.

I wish to make up that lost time of \_\_\_\_\_ hour(s) during the same workweek by working an additional \_\_\_\_\_ hour(s) on \_\_\_\_\_ (date(s)).

I understand that by law the make-up hours on the day they are worked will not count toward calculating overtime unless I work more than eleven (11) hours on the make-up day or more than 40 hours in the work week.

\_\_\_\_\_

I have read and agree with the foregoing provisions.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Please sign and fax to Royal Staffing Services, Accounting Office (818) 981-1338. Thank you.

