AZUSA PACIFIC UNIVERSITY
PAYROLL - STAFF

*** REQUEST TO MAKE UP TIME ***

Request for make-up time at regular (not overtime) pay must meet all the following Azusa Pacific University guidelines:

Pre-approved by Dept. Head:_____ **Date:**_____

1. Department heads may approve, at their option, a written request of a non-exempt staff member to make up lost work time.
2. **The make-up work *occurs in the same workweek*** *(workweek begins* Sunday at 12:01 am. and ends Saturday 12:00 midnight) in which the work time was lost.
3. The work time was missed because of the staff member's personal obligations.
4. The work time does not cause the staff to exceed 11 hours of work in one day or **40 hours in one workweek.**
5. The staff member must submit a signed, written request each time a request is made to make up work time.

Name (please print):_____

Department:_____

Date (Lost Time):_____ **Number of Hours:**_____

Date (Make-up Time):_____ **Number of Hours:**_____

:_____ **Number of Hours:**_____

Employee's Signature:_____ **Date:**_____

Supervisor's Signature:_____ **Date:**_____

Department Head Approval:_____ **Date:**_____

ATTACH THIS FORM TO EMPLOYEE'S TIME CARD