

## REQUEST FOR MAKE-UP TIME

**Instructions:** All non-exempt employees for University Enterprises Corporation (UEC) at CSUSB must complete this form each and every time he/she wishes to request (at their own initiative) to make-up hours lost due to their own personal obligations or needs. An employee can make-up lost time (**paid as straight time**) only under the following conditions

- This form needs to be **completed and approved prior to taking the time off.**
- The employee can only make-up the lost time in the same week.
- The employee cannot work more than 11 hours in a single work day to make-up the lost time.

After approval the employee must attach this form to their timesheet or time card.

I \_\_\_\_\_, am requesting to work additional hours to make-up work time I missed due to personal reasons or needs. I understand that any make-up time I work will be paid at straight time and must have prior approval in writing. I further understand that I can only make-up the time I missed work during the same week and that I cannot work more than 11 hours in a day.

I missed work (I will miss time from work) for the following reason(s)

\_\_\_\_\_ on (date) \_\_\_\_\_

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

My Supervisor/ or any member of UEC Management did not encourage, discourage or solicit me requesting the use of make-up time.

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

\_\_\_\_\_  
Date

---

Your request has been approved  .....denied

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date