



**LISTUGUJ**  
EDUCATION, TRAINING & EMPLOYMENT

# EMPLOYEE REQUEST FOR OVERTIME

Listuguj Education, Training & Employment  
1 Riverside West Listuguj, Qc G0C 2R0  
Phone: 418-788-2248 Fax: 418-788-5980

## EMPLOYEE

Name : \_\_\_\_\_ Date Requesting : \_\_\_\_\_

Estimated hours : \_\_\_\_\_

Details of the activity :

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

\_\_\_\_\_  
*Date*

## ADMINISTRATION

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

**Approved**

**With pay**

**Equal time off**

**Not approved**

**Without pay**

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Director's Signature*

\_\_\_\_\_  
*Date*