



UNGER CONSTRUCTION CO.

Make-up Time Approval Form

Non-exempt employees who anticipate missing scheduled work hours as a result of personal obligations may request to make up that time. The make-up time must occur in the same workweek that the time off occurs in accordance with federal and state law. Federal and state law also requires that the make-up time not result in more than 11 hours worked in any workday or more than 40 hours for that workweek.

Please complete this form if you wish to request make-up time.

Employee Name: _____

Date of Planned Time Off: _____

Number of Hours Planned: _____

Date of Planned Make-Up Time: _____

Number of Hours to Make-Up: _____

Employee Signature: _____

Supervisor Approval: _____