



Royal Staffing Services

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14011 Ventura Blvd., Suite 214-W
Sherman Oaks, CA. 91423-2909
818 981 1080 Fax 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.

