



LISTUGUJ
EDUCATION DIRECTORATE

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