

OVERTIME REQUEST FORM

EMPLOYEE NAME	JOB TITLE	EMPLOYEE ID	LOCATION
MD Dalim Miya	Labor	2746	Majdoul

MONTHLY SALARY
1500.00

DATE OF OVERTIME WORK	START TIME	END TIME	OVERTIME HOURS	Remarks
22-Apr-22	7:30 AM	4:30 PM	8.0	Friday Duty
29-Apr-22	7:30 AM	4:30 PM	8.0	Friday Duty
2-May-22	7:30 AM	4:30 PM	8.0	Eid Al-Fitr
3-May-22	7:30 AM	4:30 PM	8.0	Eid Al-Fitr
4-May-22	7:30 AM	4:30 PM	8.0	Eid Al-Fitr
5-May-22	7:30 AM	4:30 PM	8.0	Eid Al-Fitr
6-May-22	7:30 AM	4:30 PM	8.0	Eid Al-Fitr

Total Overtime Hours	56.00	Total Amount	SAR 508.06
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Remarks: On duty during weekend & holiday as per instructed by Shelkh Abdulaziz

APPROVAL

SUPERVISOR SIGNATURE

DATE OF APPROVAL

APPROVED BY:


2022/05/04

