

OVERTIME REQUEST FORM

EMPLOYEE NAME	JOB TITLE	EMPLOYEE ID	LOCATION
Mahabub Alam	Labor	2721	Majdoul

MONTHLY SALARY
1500.00

DATE OF OVERTIME WORK	START TIME	END TIME	OVERTIME HOURS	Remarks
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	40.00	Total Amount	SAR 362.90
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Remarks: On duty during holiday as per instructed by Shelkh Abdulaziz

APPROVAL

SUPERVISOR SIGNATURE

DATE OF APPROVAL

APPROVED BY:



25/05/22

