

Application form for approval to work outside the official working hours

| Personnel whose work is to be approved outside of official working time |      |     |      |
|-------------------------------------------------------------------------|------|-----|------|
| No.                                                                     | Name | No. | Name |
| 1                                                                       |      | 5   |      |
| 2                                                                       |      | 6   |      |
| 3                                                                       |      | 7   |      |
| 4                                                                       |      | 8   |      |

| Task for which approval is required | Reasons for not completing the task during official hours |
|-------------------------------------|-----------------------------------------------------------|
| .....<br>.....                      | .....<br>.....                                            |

| Direct supervisor |  |
|-------------------|--|
| Name              |  |
| Job               |  |
| Signature         |  |
| Date              |  |

| Deanship of Human Resources Opinion                                                  |  | Financial Link                                          |  |
|--------------------------------------------------------------------------------------|--|---------------------------------------------------------|--|
| <input type="radio"/> off-duty allowance has already been paid for this task         |  | <input type="radio"/> Available in the Financial Link   |  |
| <input type="radio"/> No off-duty allowance has ever been paid for this task         |  | <input type="radio"/> Unavailable in the Financial Link |  |
| <input type="radio"/> overlap with another decision <input type="radio"/> No Overlap |  | <input type="radio"/> Another Opinion .....             |  |
| Name                                                                                 |  | Name                                                    |  |
| Job                                                                                  |  | Job                                                     |  |
| Signature                                                                            |  | Signature                                               |  |
| Date                                                                                 |  | Date                                                    |  |

| Approval  |  |
|-----------|--|
| Name      |  |
| Job       |  |
| Signature |  |
| Date      |  |