

Overtime Application Form			Date: / /
Applicant		Department	
OT types	<input type="checkbox"/> Weekdays <input type="checkbox"/> Weekend <input type="checkbox"/> Public Holiday		
Reason			
Start time		Finish Time	
Hours (N)	Hours		
Remarks			

【Attention】

- Please apply in advance for work overtime.
- Work overtime on holidays will be counted as double

Manager	Human Resource	Supervisor	Applicant