

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