



CHANDLER UNIFIED SCHOOL DISTRICT NO. 80

James T. Perry Administration Center • 1525 West Frye Road • Chandler, AZ 85224
(480) 812-7000 • FAX: (480) 224-9353

"Dedicated to Excellence"

REQUEST TO WORK OVER CONTRACT HOURS

NAME: _____ EMPLOYEE ID: _____

SCHOOL/SITE: _____ POSITION: _____

DATE OF THIS REQUEST: _____

CONTRACTUAL HOURS INFORMATION:

Contractual daily hours at this site: _____ /Hours per day at this site

Total district contractual daily hours: _____ /Hours per day within CUSD

Request to work over contract hours and this date(s): _____

REASON FOR REQUEST: (CHOOSE ONE)

The administrator requested the employee work beyond their contracted hours to: (Check one below)

Work a special project and/or emergency situation (HR Department Lunch)

Cover for an employee on leave of absence

Cover for a vacant position

**The employee requested to work beyond their contractual hours to complete a project.
(Provide reason)**

THIS REQUEST IS: (Check One)

APPROVED

NOT APPROVED

EMPLOYEE SIGNATURE: _____ **DATE:** _____

ADMINISTRATOR SIGNATURE: _____ **DATE:** _____