



Western Development Museum  
Corporate Office

2935 Lorne Avenue  
Saskatoon, SK S7J 0S5

**P:** 306-934-1400  
**W:** wdm.ca

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## Overtime Request Form

All overtime should be approved in advance. For more information on overtime refer to HR 27 of the Human Resources Policies. Requests go directly to employee supervisors to approve and record in HUMI. Approved and signed forms can be sent to Corporate Office to be included in the employees file.

**Employee Name:** \_\_\_\_\_

**Reason for overtime:**

**Date(s):** \_\_\_\_\_

**Approximate number of OT hours requested:** \_\_\_\_\_

**Number of OT hours approved by supervisor:** \_\_\_\_\_

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**