|  |  |  |
| --- | --- | --- |
| **PROD. NUMBER** | **PRODUCTION TITLE** | **DATE OF REQUESTED OVERTIME** |
|  |  |  |

On thesis productions only, students may request to use more than one hour of overtime in one day (out of their total four hours of allotted overtime), but permission will only be granted in exceptional circumstances.

|  |  |
| --- | --- |
| How much overtime is being requested? |  |
| Justification (including second meal plan): |  |
|  |  |

**APPROVED AND AGREED BY:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| PRODUCER |  | SIGNATURE |  | PHONE |  | DATE |
|  |  |  |  |  |  |  |
| UNION REP |  | SIGNATURE |  | PHONE |  | DATE |
|  |  |  |  |  |  |  |
| UNION REP |  | SIGNATURE |  | PHONE |  | DATE |
|  |  |  |  |  |  |  |
| FILM COORDINATOR |  | SIGNATURE |  | PHONE |  | DATE |