**FORM TO REQUEST EXCEPTION TO 1250 HOURS MAXIMUM FOR HOURLY EMPLOYEE**

**Send completed form to Jamie Bentley, DTAS 155 or Bentley@uark.edu**

Employee Name:

Employee ID Number:

Department/Unit:

Supervisor Name:

Total number of hours worked as of last pay period (*must be a minimum of 1000 hours*)

Hours worked:

Pay Period ending:

Justification for additional hours **(up to 1400 hours):**

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Signature of Unit Head Date

Approved

Denied

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Signature of AVP for Research Date

CC: HR

Payroll 12/17