

University of Dayton

Request for Approval to Perform Outside Employment/Additional Services

TO BE COMPLETED BY EMPLOYEE

Name: _____ Division: _____

Title: _____ Supervisor: _____

EMPLOYEE REQUEST:

- Outside Employment
- Additional Services without additional compensation
- Additional Services with additional compensation

I request approval to render services to the _____
(Name of organization or UD Dept.)

at _____ for the period from _____ through _____.
(Location of Employment)

Nature of work, time of day, and day(s) work to be performed: _____

University equipment/resources requested: _____

The requested service will not interfere with my regular duties.

Date: _____ Signature: _____

ACTION BY SUPERVISOR

- Approve
- Disapprove

Date: _____ Signature: _____