

EMPLOYEE REQUEST TO ENGAGE IN OUTSIDE EMPLOYMENT

Instructions:

Guidelines and procedures for requesting and approving/denying outside employment are contained in Procedural Directive 1200.2. Complete and send to your supervisor and appointing authority for signatures. Signed form must be sent to CHRM for inclusion in the employee's personnel file.

Employee name	Employee section/branch
Supervisor name	Appointing authority name

Outside employer/business name

What are the hours you intend to work? From _____ to _____

What type of work does the employer perform?

Describe the type of work you will perform for the employer.

I request approval to engage in the outside employment listed above	Employee signature
approval recommended denied (state reason below)	Supervisor signature
approved until December 31, 20__ denied (state reason below)	Appointing authority signature

Reason