



**REQUEST TO WORK OUTSIDE NORMAL WORK DAYS
(FRIDAY, SATURDAY, SUNDAY, AND Y-12 HOLIDAYS)
(JULY 2014)**

SUBCONTRACT /PO NO.	SUBCONTRACTOR NAME
NAME OF SUBCONTRACT EMPLOYEE AND BADGE NO.	DATE PREPARED
DATE(S) HOURS REQUESTED	REASON FOR REQUEST
PLANNED ACTIVITIES	

SUBMITTED BY:		
STR/TOR NAME (PRINT)	APPROVAL SIGNATURE	DATE
DESIGNATED Y-12 REPRESENTATIVE TO PROVIDE OVERSIGHT (IF NOT THE STR/TOR)	APPROVAL SIGNATURE OF REPRESENTATIVE	DATE

Copies: STR File
Subcontractor Company