

**Environmental Central Facility
Extended Working Hours Request Form**

(After 5:33 pm from Monday to Friday, all day in Saturday & Sunday)

User Name :					
E-mail :	Tel :				
Dept :	HKUST ID:				
Status : PG Student staff	Room to access:				
Supervisor's Name :					
Period within which extended working hours is required*: <table style="margin-left: auto; margin-right: auto;"><tr><td style="text-align: center;">From</td><td style="text-align: center;">To</td></tr><tr><td style="text-align: center;">(date)</td><td style="text-align: center;">(date)</td></tr></table>		From	To	(date)	(date)
From	To				
(date)	(date)				
* This form is only valid for 6 months. After 6 months, if user needs to continue working outside office hours, please fill this form again.					
I would like to extend the working hours in ENVF laboratory for the above said period. I understand that my Supervisor and I are responsible for complying with HSEO and ENVF safety requirements. I and my Supervisor are the sole responsible persons for my own safety during the non-office hours in ENVF. ENVF is not the accountable department for any safety claim during the said period.					

User's Signature : _____

Supervisor's Signature : _____

Date : _____