



THE  
OPPORTUNITY  
MAKERS

## Additional Position Request Form

<b>Date:</b>	
<b>Employee Name:</b>	
<b>Title:</b>	
<b>Position Request:</b>	
<b>Would this additional position require you to log hours during your regular work day? If so, please explain how you will make up the time for your primary position.</b>	
<b>Employee Signature:</b>	
<b>Supervisor:</b>	
<b>Supervisor Signature of Approval:</b>	

For questions or concerns, please contact the HR team at [HR@heidelberg.edu](mailto:HR@heidelberg.edu) or (419)448-2180.