

UNIVERSITY OF DAYTON

Request for Approval to Perform Outside Employment/Additional Services

I request permission to accept the following outside employment or additional services while employed as a staff member of the University of Dayton. This request is made in accordance with the Outside Employment and Additional Services policy.

Name

Current Department/Division

1. Employing organization or university department: _____
2. Nature of duties to be performed: _____
3. Period/duration of outside employment/additional duties: _____
4. Average number of hours per week: _____

I hereby certify that the outside employment activity or additional services at the University of Dayton does not constitute a conflict of interest, nor will it interfere with my regular employment at the University of Dayton.

Signature

Date

Approvals:

First Line Supervisor

Date

Next Level Supervisor

Date

Original: Office of Human Resources

Copy: Requesting Employee