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