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| **Full Name** | **Phone** | **Email** | **Total Overtime Hours** |
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**Stellar Innovations Inc |** 1234 Horizon Blvd, Suite 567, San Francisco, CA 94105, USA

Email | **contact@stellarinnovations.com**

Hotline | **+1 (415) 555-6789**

**Overtime**

SIGN UP SHEET

Employees are allowed to work up to a maximum of 12 overtime hours per day and 40 overtime hours per month. Any overtime requests beyond this limit will require special approval from the management team.