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| **Fecha: DD/MM/AAAA**La *(dirección solicitante)* se dirige atentamente a la *(dependencia superior o DGAF)* a fin de solicitar habilitación de trabajo en horario extraordinario o adicional teniendo en cuenta (Indicar la justificación)Descripción de las actividades a desarrollar1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(agregar más filas según necesidad)***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Firma del/a Director General y/o Director/a solicitante |

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|  **Listado de servidores públicos autorizados a realizar trabajos en horario extraordinario o adicional**

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| **N°**  | **C.I. N°** | **NOMBRES Y APELLIDOS** | **TOTAL DE HORAS SOLICITADAS RE[[1]](#footnote-1)** | **TOTAL DE HORAS SOLICITADAS RA[[2]](#footnote-2)** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

*(agregar más según necesidad)***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Firma del/a Director General y/o Director/a solicitanteVisto Bueno de la Dirección General de Administración y Finanzas\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Firma, sello y aclaración |

1. **Indicar en la columna si la autorización es para realizar trabajos en horario extraordinario** [↑](#footnote-ref-1)
2. **Indicar en la columna si la autorización es para realizar trabajos en horario adicional**

**En caso de solicitar para ambos, rellenar las dos columnas** [↑](#footnote-ref-2)