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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 desarrollar  1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  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**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 solicitante  Visto 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)