

CUPE 2424	Non-Union
Full-Time/Term	Temp/Replacement
Regular hours less than 35 hrs/week	

Overtime hours must be authorized by a manager prior to being worked

Employee #	Last Name	Given Name

I request to work overtime hours during the month of _____

SECTION 1 – MANAGER’S PRE-AUTHORIZATION OF PROPOSED OVERTIME

I authorize the employee named above to work overtime during the period of: _____ to _____ (not to exceed one month) to a maximum of _____ hours.

 Manager’s Name (Please Print) Manager’s Signature Date

SECTION 2 – OVERTIME WORKED – TO BE COMPLETED BY THE EMPLOYEE (Report actual hours worked)

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Hours Worked																															

Total Hours for the Month _____ Number of Meal Allowances * _____

* Eligible for meal allowances if working for 2.5 hours or more following the normal day’s work.

All overtime is paid unless the employee requests that time off be given instead.

** When opting for time in lieu, please note that the hours will be banked at time and a half.

I request time off in lieu of payment for _____ hours (actual hours worked). **

 Employee’s Signature Date

SECTION 3 – MANAGER’S APPROVAL OF OVERTIME

I approve the overtime hours worked, applicable meal allowances noted above, and I agree to the method of payment.

Comments:

 Manager’s Name (Please Print) Manager’s Signature Date

SECTION 4 – HUMAN RESOURCES ONLY

Code 303		
Code 302		
Code 300	Hours	Rate
Code 338		
Code 355		
Code 334		Rate

Fund	
Org	
Account	
Program	
Activity	

- Notes:
- This report applies to salaried, temporary, replacement, and term employees only
 - Subject to Article 16.03 (CUPE 2424 Collective Agreement) and Human Resources Policies
 - Reports must be processed through the employee’s manager
 - Overtime report forms received by the 15th of the month following the overtime worked will be processed for the end month pay of that month (e.g. overtime worked in September that is submitted by October 15th will be paid at the end of October)

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