

Nipissing University
ADDITIONAL HOURS REQUEST

Name: _____

Department: _____

PART 1: REQUEST AND RATIONALE FOR WORKING ADDITIONAL HOURS

Purpose of Additional Hours	from (time/day/month/year)	to (time/day/month/year)	Hours
TOTAL ADDITIONAL HOURS REQUIRED:			

The above-mentioned employee must work additional hours. I confirm that as the direct supervisor of this employee, I understand the impact these extra hours will have on my departmental budget (Article 22.04 - 1½ times wage, banking, or Article 22.06 - call back/call in). I have considered other ways to get the required work performed and there is no other alternative feasible except overtime.

Employee

Date

Supervisor

Date

KEEP THIS FORM UNTIL THE ACTUAL HOURS HAVE BEEN WORKED, THEN FILL IN PART 2

PART 2: ACTUAL HOURS WORKED

Date	Particulars – Department – Start Time – End Time (a.m/p.m)	Actual Hours Worked
TOTAL ADDITIONAL HOURS CLAIMED:.....		

Are you Full Time OPSEU _____ or Part Time OPSEU _____?

Are the hours worked due to a call back/call-in (Article 22.06) Yes _____ No _____

(NOTE: A call in is considered an unexpected call back to work as per Article 22.06-OPSEU FT C.A.)

Did you utilize sick or vacation time during this period in which overtime is being reported? Yes _____ No _____

If yes, what date(s) did you utilize sick or vacation time _____

These additional hours should be: a) PAID _____ b) BANKED _____

I hereby certify that this claim for additional hours worked is accurate.

Signature of Employee

Date

Signature of Supervisor

Date

Signature of Manager of Payroll Services

Date

ADDITIONAL HOURS PROCEDURE

PART 1: REQUEST AND RATIONALE FOR WORKING ADDITIONAL HOURS

- (1) The Additional Hours Request and Rationale section is to be completed by the employee and supervisor when an employee is required to work over and above his/her scheduled/approved hours of work and no other avenue/means is feasible to get the required work completed in the allotted timeframe. The supervisor should keep the form until the hours are actually worked.

PART 2: ACTUAL HOURS WORKED

- (2) AFTER the hours have been worked, the supervisor indicates actual hours worked and submits directly to Human Resources for either payment or banking for future time off (Article 22.04).
- (3) Please complete the **Yes/No and date(s) portion in Part 2** regarding sick or vacation time utilized during the period in which overtime is being reported before submitting to Human Resources.
- (4) A call-in is considered an unexpected call back to work (e.g. power outage, emergency repairs, etc.). Note that scheduled work after 4:30 or on week-ends (Saturday and Sunday) is *not* a call-in/call-back (as per Article 22.06 – OPSEU Full-time Collective Agreement).