

MONTHLY OVERTIME REPORT

Overtime hours must be authorized by a manager prior to being worked. Overtime hours should be reported at the end of the month.										☐ CUPE 2424 ☐ Non-Union☐ Full Time / Term ☐ Temp / Replacement ☐ Regular hours less than 35/week														ek						
EMPLOYEE # LAST NAME											GIVE																			
l re	ques	t to w	ork o	verti	ime h	ours	during t	ne mo	nth of	;																				
SECT	ION 1	l – N	IANA	GEF	≀'s P	RE-	A UTHOI	RIZATI	ON O	F Pro)PO	SED	OVE	RTIMI	E AN	ID A	PPLI	CAB	LE M	EAL	ALL	OWAN	CES	S						
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from	•					,	to		(not to exceed one month) as follows:																					
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Manager's Name (Please Print) Manager's												jer's	Signat							Date										
ECT	ION 2	2 – T	IME (OFF	ın Lı	EU C	F Payi	IENT	Орті	ON																				
All o	vertin	ne is	paid ı	unle	ss the	e em	oloyee r	eques	that	time o	ff be	give	n ins	tead																
I req	I request time off in lieu of payment for hours of overtime											ime a	approv	е			(Employee's Signature)													
SEC	TION	3 –	OVE	RTIN	ΛΕ W	ork/	ED – T	D BE (COMP	LETE	D BY	/ EMI	PLO	/EE							ı	Month								
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Manager's Name (Please Print) Manager's											Signat	ure						-	Date											
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7712						(+)		- (+)															_							

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 15 will be paid at the end of October)

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact the Assistant Director, HR Infrastructure and Renewal. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.

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