

Overtime Request

Name	Position	Position		
Dept	Date	Date		
Reason for Request				
Regular Hours (from/to)	Actual Time Released	Overtime		
Time Requested As Paid Overtime (1.0x) Paid Overtime (1.5x) Paid Overtime (2x) Banked Overtime (1.0x) Banked Overtime (1.5x) Banked Overtime (2x)	Paid Overtime (1 Paid Overtime (1 Paid Overtime (2 Banked Overtime Banked Overtime Banked Overtime	.5x) x) = (1.0x) = (1.5x)		
Resource/Team Lead or Charge Nurse:				
Date:	Manager's Sign	Manager's Signature:		
* Please note* if your Banked Time bank is at the maximum of 37.50 hours, then all hours over and above will be paid out. Please check the bottom of your pay stub for Banked Time Bank balance.				

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Overtime Request

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Dept		Date		
Reason for Request				
Regular Hours (from/to)	Actual Time Released		Overtime	
, ,				
Time Requested A	Time Approved As		ime Approved As	
Paid Overtime (1.0x)		Paid Overtime (1.0x)		
Paid Overtime (1.5x)		Paid Overtime (1.5x)		
Paid Overtime (2x)		Paid Overtime (2x	<u> </u>	
Banked Overtime (1.0x)		Pankad Overtime	(1.0v) —	
Banked Overtime (1.5x)		Banked Overtime (1.0x) Banked Overtime (1.5x)		
Banked Overtime (2x)		Banked Overtime (1.5x)		
,		Danked Overtime		
Date:		Resource/Team Lead or		
		Charge Nurse	e:	
Date:		Manager's Signature		
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