Overtime Request

Soldiers' Memorial Hospital Orillia

Name	Position
Dept	Date

Reason for Request

Regular Hours (from/to)	Actual Time Released	Overtime

Time Requested As		Time Approved As	
Paid Overtime (1.0x)	☐	**Paid** Overtime (1.0x)	☐
Paid Overtime (1.5x)	☐	**Paid** Overtime (1.5x)	☐
Paid Overtime (2x)	☐	**Paid** Overtime (2x)	
Banked Overtime (1.0x)	☐	**Banked** Overtime (1.0x)	☐
Banked Overtime (1.5x)	☐	**Banked** Overtime (1.5x)	☐
Banked Overtime (2x)	☐	**Banked** Overtime (2x)	☐

Date:	**Resource/Team Lead or Charge Nurse:**
Date:	**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.

#1883

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Paid Overtime (2x)	☐	**Paid** Overtime (2x)	
Banked Overtime (1.0x)	☐	**Banked** Overtime (1.0x)	☐
Banked Overtime (1.5x)	☐	**Banked** Overtime (1.5x)	☐
Banked Overtime (2x)	☐	**Banked** Overtime (2x)	☐

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