



OVERTIME HOURS AUTHORIZATION

Employee Name: _____ Employee ID: _____

Normal Weekly Hours: _____ Department Manager: _____

From (date): _____ To (date): _____

Notes:

- Enter total overtime hours worked each day
- Enter how many hours are to be paid at regular rate and how many hours are at 1.5x and/or 2.5x regular rate.
- Please refer to Non-Union Employee Handbook or NSGEU collective agreement for overtime guidelines

Week Start and End Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total

Employee Signature

Date

Manager/Supervisor Approval

HR Approval

Total Overtime Hours:	
No. of Hours at Reg Time:	
No. of Hours at x1.5	
No. of Statutory Hol Hrs (x2.0)	