

OVERTIME BANK RECORD FORM

Employee's Name (please print): _____ Classification: _____ Level: _____

Department: _____ ID#: _____

Supervisor's Name (please print): _____

Authorization of Overtime								Payment of Overtime					
Date of Overtime (m/d/yr)	Authorized Overtime Hours Worked		Year to Date - Total Banked Hours Earned	Hours Eligible for Premium Compensation	*Expiry Date for Use (m/d/yr)	Reason for Overtime	Employee Initials	Supervisor Initials	Number of Banked Hours Used in Lieu or Paid	Number of Banked Hours Paid Out	Balance of Banked Hours	Employee Initials	Supervisor Initials
	From	To											

*All overtime approved as time-off in lieu of payment must be taken within three months from the overtime event. The three month time limit may be extended by mutual agreement between the employee and supervisor; however, in no case shall the limit extend beyond the end of the calendar year. Lieu time untaken at year end will be paid out.

This form is maintained and kept in the employee's department.