



Department of Physical Resources

LEAVE AND OVERTIME FORM

Leave  Overtime

- Business Systems
- Caretaking
- Grounds
- Project# \_\_\_\_\_
- TSEC
- Safety & Security
- FP&Dev

Overtime and Leave Requests must be Pre-Approved  
Leave and Overtime Requests and Actuals can only be entered for one month per sheet

Employee Number:  Employee Name:  Date [dd/mmm/yy]:

**SECTION 1 REQUEST FOR APPROVAL (Overtime, Vacation, Time in Lieu, Other Leave)**

Dates [dd/mmm/yy]	Hours Days	Reason	Code*	Status
From:				<input type="checkbox"/> Approved
To:				<input type="checkbox"/> Denied
Comments:				

Employee Signature:  Supervisor Signature:  Supervisor Name:  Date Approved dd/mmm/yy:

**SECTION 2 LEAVE AND OVERTIME TAKEN (Overtime, Vacation, Time in Lieu, Sick, Other Leave)**

Dates [dd/mmm/yy]	Hours Days	Reason	For Overtime Only**			Code*
			Rate	In Lieu [hrs]	Pay [hrs]	
From:			<input type="checkbox"/> x1.5			
To:			<input type="checkbox"/> x2			
From:			<input type="checkbox"/> x1.5			
To:			<input type="checkbox"/> x2			
Comments:						

Supervisor Signature:  Supervisor Name:  Date Signed [dd/mm/yy]:  Employee Signature:

\*\*\* For overtime payment – complete Payroll form  
 \*\* For overtime only – take hours worked and multiply by Rate (1.5 or 2) to get total hours and allocate them into the 'Time in Lieu' or 'Pay' \* columns  
 \* Reason code is determined/completed by the Manager and entered to HRIS

A	Jury Witness/Subpoena Duty	F	Professional Development Days	S	Sick Leave
B	Bereavement Leave	G	Personal Leave with Pay	U	In Lieu of Overtime
C	Religious Leave	L	Summer Layoff	V	Vacation Leave
X	Union Business / Provincial	O	Citizenship Leave	W	Leave without Pay
E	Union Business / Local	OT	Overtime		

**SECTION 3 PROCESSING AND AUDIT**

IS  Payroll  Vacation Request  OT & Time in Lieu

Date Entered [dd/mmm/yy] \_\_\_\_\_ Print Name \_\_\_\_\_ Audit Date [dd/mmm/yy] \_\_\_\_\_ Print Name \_\_\_\_\_