

# ST. THOMAS UNIVERSITY

## Overtime Form for Support Staff

Hours worked by support staff in excess of thirty-five (35) hours per week (Saturday to Friday) constitute overtime hours. Overtime hours worked above 44 hours per week (Saturday to Friday) are calculated at the rate of 1 ½ times. **An employee must work at least thirty (30) minutes beyond the regular work day to qualify for overtime. Overtime must be approved in advance by their immediate supervisor, recorded on this form and submitted with their monthly *Record of Absence form* to human resources for record-keeping purposes.**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

Date Worked	Start and End Time	Total Number of Hours <i>(Please transfer # of hours to Record of Absence form)</i>	Reason for Overtime
<b>Total Number of Hours</b>			

**PLEASE NOTE:** Employees are compensated for overtime hours with an equal amount of time off for time worked. Employees who work on statutory holidays are compensated at the rate of double time and one half. (Employees will receive their regular wages plus time off at the rate of one and one half times the number of hours worked.) Normally, compensation for overtime is taken at a mutually agreed upon time within sixty (60) working days of the overtime being worked. Overtime is not normally taken during the summer to extend vacation periods. The employee and the immediate supervisor are responsible for scheduling time off. Accumulation of overtime is limited to five (5) working days (or 35 hours) in a calendar year. Supervisors should inform the Director of Human Resources of any situation that requires an employee to accumulate overtime beyond five (5) working days in a calendar year. Only in exceptional circumstances is time off beyond five (5) working days granted.