



Nishnawbe-Aski Legal Services Corporation

## Request to Work Overtime

Employee:

Date:

### Overtime and Lieu Time

The employer may grant lieu time when it is convenient to both the employee and the employer provided that it is requested, in writing, three (3) days in advance on the prescribed form.

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**PLEASE INDICATE WHAT TIME YOU STARTED AND FINISHED YOUR OVERTIME (E.G., 5-7 PM).**

Date requesting to work overtime:

Hours Worked:

Reason for request:

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Employee Signature

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*Manager's authorization*

*Approved*

*Denied*

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Manager Signature

Created August 20, 2013