

MANDATORY SATURDAY OVERTIME

- Please complete sections 1 and/or 2 and submit to Area Leader(s) for approval.
- Submission of completed form to Area Leader(s) as a guideline of 3 working days in advance of the Saturday.
- All necessary signatures are required prior to approval.

1. Replacement Request – Team Member from another shift. PLEASE PRINT NAMES/SHIFTS.

I, _____, request that on Saturday, _____ my position at
(Please print)

work be taken by _____ (_____ Shift) from _____ to _____ & by

_____ (_____ Shift) from _____ to _____ .
(Please print)

The parties to this request understand, and agree to the following:

If the replacing Team Member(s) become(s) unavailable or unable to perform the work, this arrangement is cancelled. The requesting Team Member bears full responsibility to report for the overtime, or find another acceptable replacement(s).

Please contact the requestor at: Email _____ Phone _____

A/L Checklist

Signed (requestor) _____ Emp.# _____ Date _____

Signed (replacement) _____ Emp.# _____ Date _____

Signed (replacement) _____ Emp.# _____ Date _____
 (where applicable)

Shift Prem.	Paid Hrs	OT Equal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Approved, requestor's A/L _____ Date _____

Approved, replacement's A/L _____ Date _____

Approved, replacement's A/L _____ Date _____
 (where applicable)

2. Notification to Work Mandatory Saturday Overtime.

I, the undersigned have approved vacation/LOA arranged for the week of _____,

however, I wish to attend Mandatory Saturday Overtime for Saturday, _____ on my regularly scheduled shift.

I understand that it is my responsibility to verify that the Mandatory Saturday Overtime above, has not been cancelled and if I attend work when it has been cancelled, there is no wage liability for CAMI.

Signed, _____ Emp.# _____ Date _____

A/L acknowledgement _____ Date _____