

Banked Stat Hours

Personal Information

Employee Name

Department

Number of stat days requested to be paid out:

additional relevant information

employee signature

date

Request

As per Article 34.06 of the CUPE collective agreement and ONA [Ontario Nursing Association] collective agreement Article 16.01[b], I have unused statutory holidays in my bank.

Please process my request to be paid out the number of banked statutory holidays as indicated.

Logistics

If there is a discrepancy in the number of days available to be paid, the Finance Assistant will process only what is available and return a copy of this form to you.

Requests not submitted will not stop the employer from automatically paying out banked stats older than six months. Stat time banks cannot exceed 48 hours [6 days] at any time.

For office use only:

Approved

Denied

reason for denial

Insufficient time in bank

Reviewed by Payroll & Benefits Coordinator

initials

date

Please submit this form to the HR office at Cassellholme or email it to hr@cassellholme.on.ca