

Part time MNU Full Time Salary Enhancement (FTSE) Exception Hours Application Form

Fillable form must be saved and opened in Adobe to complete

Please be advised that the following will be automatically included in your exceptions for this period:

- Statutory Exception: A fixed exception of 50 hours related to statutory holidays.
- Overtime Payout: Any banked overtime paid out during the qualifying period, up to a maximum of 38.75 hours.
- Excess Vacation: Any excess vacation hours paid during your regularly scheduled vacation weeks during the qualifying period.

Note: If you are requesting to combine hours from more than one Employer you must submit the MNU FTSE Combination of Hours Form

Submit to your Employer no later than two weeks following the eligibility period end date if you are requesting one or both of the below to be applied to your eligibility.

APPLICANT DETAILS

Name: _____ Employee Number: _____

Unit/Department: _____ Manager/Supervisor: _____

Eligibility Period: (Select one of the following)

☐ April 1st to September 30th (Form Due October 14th)

☐ October 1st to March 31st (Form due April 14th)

SECTION A: Extenuating Circumstances Exception (Clause A. 2 (f))

Requested Exception Hours (Max 38.75): _____

Dates unavailable due to Extenuating Circumstances: _____

Description of Extenuating Circumstances: _____

SECTION B: Standby Premium Adjustment (Clause 2 (i))

Dates of Standby on Nonscheduled Days: _____

Regular Shift Duration (per day): _____

Standby Premium Hours Received: _____ Requested Adjustment Hours: _____

Additional Notes (if any): _____

SECTION C: Vacation Block Hours Adjustment (Clause 2 (j))

Dates of Vacation Block(s): _____

Vacation Hours Paid: _____

Supplementary Hours Paid: _____

Hours worked during Vacation Block(s): _____

Requested Hours: _____

Additional Notes (if any): _____

DECLARATION

I certify that the information provided is accurate and that the requested hours comply with the maximum allowable exception hours (combined total hours including automatically applied exceptions of STAT holiday 50 hours and banked overtime payment (up to 38.75 hours) not to exceed 110 hours).

Signature: _____ Date: _____