

**BANKING OF HOURS FORM**

THIS FORM MUST BE **FULLY COMPLETED** AND GIVEN TO THE COMPANY TIMEKEEPER IN ORDER TO BANK HOURS:

Employee's Name: \_\_\_\_\_  
Working Card Number: \_\_\_\_\_  
Local: \_\_\_\_\_

Member of: \_\_\_\_\_  
Indicate Name of Gang, BWF, (HALL if not attached)

Have you worked in excess of eight (8) hours today? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have you worked in excess of forty (40) hours this week? \_\_\_\_\_ YES \_\_\_\_\_ NO

Please bank the following shifts (**Indicate shift and unit**):

	Date	08h00 Shift	13h00 Shift	18h00 Shift	24h00 Shift
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Timekeeper Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RULES ASSOCIATED WITH BANKING OF HOURS**

1. Article 14.09 provides union members the ability to bank hours during a calendar year.
2. These hours will be paid out at year end whether requested or not as they cannot be carried into the next year.
3. Only entire work periods may be banked and will be banked by completing this form and giving it to your company timekeeper at the time of the order.
4. Employees may draw any portion of their banked hours during the course of the year. Banked hours will be paid out on the same basis as they were earned on a "first in, first out" basis.
5. Persons will be charged with all earnings at the time that they work.
6. Union members may only bank hours in excess of eight (8) hours in a day or forty (40) hours in a week.
7. **Hours cannot be banked by individuals with an active E.I. claim.**
8. Persons wishing to have banked hours paid will have to fill out a request. Forms will be available from MDC Paymasters.
9. Timekeepers will use the activity code column on the time sheet to indicate banking of hours. Code 5 will be used to identify regular order hours being banked and Code 6 for replacement hours being banked.