**OVERTIME SHEET**

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| **NAME** | **LUNCH** | **START TIME** | **DEPARTURE TIME** |
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**Date: …………………………………………….. Signature: ………………………………………………**

**Hours of work are 8:00am to 4:30pm with an hour for lunch between 1pm and 2pm Mondays to Thursdays and 8:00am to 3:30 pm with lunch between 1pm and 1:30pm on Fridays. Any other work done outside these hours is considered as overtime.**