

MANDATORY OVERTIME OCCURRENCE

On _____ (date), unanticipated, last-minute staffing demands occurred due to:

- Last-minute sick calls
- Increase in staffing demand due to a change in census.
- Other:

All reasonable efforts to obtain staffing have been pursued including:

- Sought qualified staff who were willing to volunteer for extra work
- Contacted qualified staff who have made themselves available for work
- Sought the use of qualified per diem staff
- Sought the use of temporary (agency) personnel
- Staffing alert initiated

As a result of the above I required _____ (name) to stay _____ hours past their scheduled shift as mandatory overtime.

Manager Signature: _____

Employee Signature: _____

When completed, please forward to Nursing Administration Secretary

Mandatory overtime does not apply to nurse staffing needs if a hospital has made reasonable efforts to contact all of the on-call nursing staff or staffing agencies on the list and is unable to obtain replacement staff in a timely manner. Reasonable effort includes the hospital seeking replacement at the time the vacancy is known and contacting all available resources on the list.