APPLICATION FOR PERMIT - HOURS IN EXCESS OF MAXIMUM HOURS OF WORK AS PER SECTION 176 OF THE *CANADA LABOUR CODE*

IMPORTANT INFORMATION

- A permit specifying the number of hours employees may work over a limited period may be granted when it can be established that exceptional circumstances make the extra hours of work necessary.
- Please submit your application 60 days before its proposed effective date to allow time to review the application.
- If you currently have a permit which expires prior to the new permit being granted, excess hours should not be worked until a new permit is granted.
- Please report in writing within 15 days after the permit expires or at another date specified in the permit. The report must show the number of employees who worked more than 48 hours in a week and the number of additional hours in a week each employee worked.

SECTION A - EMPLOYER INFORMATION

Legal name of employer:

Common name (if different from legal name):

Address (number, street, apartment, PO box, rural route, city/town, province/territory, postal code):

Telephone (999) 999-9999:	Contact person:

SECTION B - PERMIT INFORMATION

A notice of this application is to be posted in the workplace at least 30 days before its proposed effective date (Subsection 176 (2) b) of the *Canada Labour Code)*.

Employees affected by this application are not permitted to work the proposed excess hours while the application is being reviewed. If work begins prior to the permit being issued, this could constitute a violation of the *Code*.

Requested effective date of permit (YYYY-MM-DD):	Requested expiry date of permit (YYYY-MM-DD):

Date notice posted in the work place (YYYY-MM-DD):

Confirm that overtime at a rate of 1 ½ regular wages for hours worked in excess of the standard hours will be paid. (Section 174 of the *Canada Labour Code).*

◯ No

◯ Yes, I confirm overtime will be paid at a rate not less than 1 ½ regular wages for hours worked in excess of the standard hours.

Confirm that employees covered by the proposed permit will receive one full day of rest in the week. (Section 173 of the *Canada Labour Code)*

◯ No

◯ Yes

If no, please explain:

Provide detailed explanation of the exceptional circumstances that justify the working of hours in excess of the maximum hours of work:

SECTION C - EMPLOYER WORKPLACE INFORMATION

Have you previously been granted a Permit under section 176 - Hours in excess of maximum hours of work?

◯ No

◯ Yes

If yes, please attach a copy of a report which indicates the hours worked in excess of the maximum under the referenced permit(s).

Applicants can use the proposed template to provide their information on the hours worked in excess of the maximum under the referenced permit(s): https://catalogue.servicecanada.gc.ca/content/EForms/en/Profile.html?Group=HRSDC/LAB/LS

If you have previously been granted a permit for the same site(s), attach a copy of a report(s) of any hazardous occurrences, for similar work and occupations, affected by the application. The reporting can be limited to the most recent permit.

In order to avoid potential duplication of efforts, if your company has already submitted a Hazardous Occurrence Investigation Report (HOIR) as required under section 15.8 of the Occupational Health and Safety Regulations, a copy of this report will be sufficient for this purpose.

Has a notice of group termination been issued in the past year for the affected establishment(s) and work site location(s)? (Subsection 212 (1) of the *Canada Labour Code*)

◯ No

◯ Yes

If yes, please provide the number of affected employees and the date of issue of the notice of group termination.

Or

If yes, please attach a copy of the notice.

Do you have an active health and safety committee or representative at the work place?

◯ No

◯ Yes

If yes, please provide the following information:

Employer co-chair representative contact person:	Telephone (999) 999-9999
Employee co-chair representative contact person:	Telephone (999) 999-9999

The committee, or designate, is aware that employees may work hours in excess of the maximum hours of work.

◯ No, the committee, or designate, is not aware that employees may work hours in excess of the maximum hours of work.

◯ Yes, the committee, or designate, is aware that employees may work hours in excess of the maximum hours of work.

Explain the consideration given to the impact of working hours in excess of the maximum on the welfare of employees (i.e. health and safety, workplace staffing levels and work-life balance) and what measure(s) have you put in place to protect the health and safety of employees working hours in excess of the maximum hours of work:

SECTION D - INFORMATION ON AFFECTED EMPLOYEES

Location(s) or establishment(s) where work will be performed	Job title of affected employees or Classification (including the National Occupational Classification if available) For further information on the NOC codes, please visit: http://noc.esdc.gc.ca/English/Home.aspx	Number of employees	Number of hours to be worked in excess of the maximum per week or per an established modified schedule	Number of weeks

SECTION E - INFORMATION ON UNION(S) REPRESENTING AFFECTED EMPLOYEES

Complete this Part if affected employees are represented by a union(s) and attach a copy of the written notice of this application provided to the union(s).

Name of the union	Address	Contact person	Telephone (999) 999-9999

NOTICE

The information provided is collected under the authority of section 176 of the Canada Labour Code to authorize a Permit - Hours in Excess of Maximum Hours of Work.

The information provided may be used and/or disclosed for policy analysis, research and/or evaluation purposes. These additional uses and/or disclosures will never result in an administrative decision.

I certify that the information given on this form is, to the best of my knowledge, true and correct.

Print name	Signature	Date (YYYY-MM-DD)

Contact person:	Telephone (999) 999-9999