

# Quick reference - Overtime

This quick reference will help you to evaluate your capacity to work overtime and to take an enlightened decision.

**Note:**

1. The date and time of the request to work compulsory or voluntary overtime.
2. The shift concerned.
3. The name of the person who made the request.

**Answer the following questions:**

1. I have been at work since \_\_\_\_ (time).
2. I had my last meal at \_\_\_\_ (time). I didn't have my last meal \_\_\_\_.
3. I took my last break at \_\_\_\_ (time). I didn't take my last break \_\_\_\_.
4. Today, at the time of the request, I have already worked \_\_\_\_ regular hours.  
Today, at the time of the request, I have already worked \_\_\_\_ overtime hours.  
Today, at the time of the request, I have already worked \_\_\_\_ compulsory overtime hours.
5. This week, at the time of the request, I have already worked \_\_\_\_ regular hours.  
This week, at the time of the request, I have already worked \_\_\_\_ overtime hours.  
This week, at the time of the request, I have already worked \_\_\_\_ compulsory overtime hours.
6. At the time of the request, did I have family or parental obligations?
7. I am in charge of \_\_\_\_ patients for the current shift and I will be in charge of \_\_\_\_ for the next shift.
8. The unit is short of resources: Yes  No
9. The unit will be short of resources for the next shift: Yes  No
10. I evaluate my fatigue and concentration as follows:

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11. I feel other symptoms likely to compromise the quality of care and services:

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Here, we understand health care.

**SUMMARY TABLE OF THE PROCEDURE TO FOLLOW**

**THE EMPLOYER INFORMS ME THAT I MUST WORK OVERTIME**

**I EVALUATE:**

**MY WORKLOAD:**

- position
- patients: number, type

**MY CONDITION:**

- physical and psychological

**THE ENVIRONMENT:**

- staff on duty
- overflow
- work overload

**I CONSIDER THAT I AM FIT TO WORK, BUT I HAVE A VALID REASON TO PRESENT:**

- Fortuitous case ("act of God")
- Force majeure
- Family and parental obligations
- Etc.

The employer accepts that I leave

If the employer refuses, I give reasonable notice to find a replacement for me

**I CONSIDER THAT I AM NOT FIT TO WORK**

If the employer obliges me to stay anyway

The employer accepts that I leave

I give reasonable notice to find a replacement for me

**WHEN THE NOTICE EXPIRES, IF NO BACKUP IS ON DUTY TO REPLACE ME:**

- I evaluate my situation again: if I leave, could this harm my patients?
- I evaluate the condition of my patients.
- I notify the employer and my colleagues of my departure and report to them on the condition of the patients under my care.
- I record my notes in the file.
- At home, I prepare a written summary of the events and the physical and psychological condition in which I was working.