

# Statutory Pay Worksheet

## Instructions

- 1) To be eligible, an employee must be employed for more than 90 days.
- 2) Include the statutory hrs to be paid for with regular hours when submitting to our office.
- 3) If the employee actually worked on the statutory holiday; **submit these hours separately.**
- 4) Below, you will find an example to help you better understand the worksheet.

Employee Name: Samantha Sample

Total hrs worked in last 4 weeks	Total shifts in last 4 weeks	Stat hrs to be paid
<input style="width: 60px; height: 40px; border: 1px solid black;" type="text" value="122"/>	<input style="width: 60px; height: 40px; border: 1px solid black;" type="text" value="20"/>	<input style="width: 60px; height: 40px; border: 2px solid blue;" type="text" value="6.1"/>
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Add this to "Regular Hrs" when submitting

Employee Name: \_\_\_\_\_

Total hrs worked in last 4 weeks	Total shifts in last 4 weeks	Stat hrs to be paid
<input style="width: 60px; height: 40px; border: 1px solid black;" type="text"/>	<input style="width: 60px; height: 40px; border: 1px solid black;" type="text"/>	<input style="width: 60px; height: 40px; border: 2px solid blue;" type="text"/>
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