

## Beck Request Form (ONA Part Time Employees)

### Employee Information Request

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

Employee Number \_\_\_\_\_

Department \_\_\_\_\_

I am available to work the following hours per pay period\* (Check one)

☐ 45.00 Hours

☐ 56.25 Hours

☐ 67.5 Hours

\*All staff will be scheduled to their minimum Commitment of 45.00 hours prior to additional tours being scheduled.

I am qualified and interested in working additional tours on the following unit(s)

Employee signature \_\_\_\_\_

Beck Period	Submission Due
April 20/26 to October 18/26	February 15/26
October 19/26 to April 18/27	September 15/26

**\* Beck submission is only required with changes in requests.**

Please submit form to Unit Manager.

☐ Original to employee file



Hôpital  
Hotel Dieu  
Hospital



Hôpital Général de  
Kingston General  
Hospital