

END-OF-SHIFT WORK & TOA PERSONAL LOG SHEET (TWO-WEEK PAY PERIOD):



Claim Every Minute—We No Longer Work for Free.

Name:		Unit/Site:		Pay Period:		to	
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Day	Date DD/MM/YY	Scheduled End Time	TOA Start Time (same as scheduled end)	Actual TOA End Time	Total End- of-Shift Work/TOA Minutes	How to Claim TOA ≤15 min @ Tour rate OT >15 min or Patient care	Notes (e.g., patient care, manager direction; ST/1.5x/2x; admission; pt deteriorated; grievance filed, date)
Mon						☐ TOA ☐ OT	
Tue						☐ TOA ☐ OT	
Wed						☐ TOA ☐ OT	
Thu						☐ TOA ☐ OT	
Fri						☐ TOA ☐ OT	
Sat						☐ TOA ☐ OT	
Sun						☐ TOA ☐ OT	
Mon						☐ TOA ☐ OT	
Tue						☐ TOA ☐ OT	
Wed						☐ TOA ☐ OT	
Thu						☐ TOA ☐ OT	
Fri						☐ TOA ☐ OT	
Sat						☐ TOA ☐ OT	
Sun						☐ TOA ☐ OT	

How to Claim

- TOA ≤ 15 minutes (report only) → paid at your tour rate (straight, 1.5×, or 2× depending on the tour).
- TOA > 15 minutes → the entire block from scheduled end-time is overtime at 1.5× (i.e., do not split 15 + remainder).
- Any patient care after end-time → overtime (even within 15).
- If it took longer than 15 minutes, don't attest (certify) that it was only 15. Doing so short-changes every nurse and creates false data that the employer can use at the bargaining table next time we negotiate our contract.
- If your manager denies your TOA Time or OT claim, complete a Grievance Fact Sheet, found at: www.ona111.ca/grievance-process

For personal use and union documentation only.

Do not submit this log to the employer. Keep for your records.

Frequently heard supervisory statements to OT requests & suggested responses.

What you may hear	Calm response (short)
“Other nurses finish in 15 minutes.”	Assignments and acuity vary. We record actual time for safe handover. Once report passes 15, the entire block is OT at 1.5×.
“You took your breaks, so you weren’t that busy.”	Breaks are a separate entitlement. Post-shift work is still OT and must be recorded accurately.
“No prior approval for overtime.”	This is post-shift report and required continuity of care. I recorded actual end-time and requested OT under Article 14.
“Work on your time management.”	Accuracy prevents errors. I’ll keep recording my actual end-time as required by the Employment Standards Act (Ontario) and the recent arbitration award.
“We don’t pay OT for TOA.”	Once TOA exceeds 15, it’s OT for the entire block. Any patient care after end-time is OT even within 15.
“Just put 15.”	Attestation is a legal certification. I can’t certify 15 when it was longer; please process the actual time.
“It only took you 15 minutes before TOA started being paid. ”	“That is possible—we never tracked it before because it wasn’t recognized as paid work. Now we record and certify it accurately.”

Time Table Conversion Chart (1–60 minutes)

Minutes	Decimal Hours
1 min	0.02 hr
2 min	0.03 hr
3 min	0.05 hr
4 min	0.07 hr
5 min	0.08 hr
6 min	0.10 hr
7 min	0.12 hr
8 min	0.13 hr
9 min	0.15 hr
10 min	0.17 hr
11 min	0.18 hr
12 min	0.20 hr
13 min	0.22 hr
14 min	0.23 hr
15 min	0.25 hr
16 min	0.27 hr
17 min	0.28 hr
18 min	0.30 hr
19 min	0.32 hr
20 min	0.33 hr
21 min	0.35 hr
22 min	0.37 hr
23 min	0.38 hr
24 min	0.40 hr
25 min	0.42 hr
26 min	0.43 hr
27 min	0.45 hr
28 min	0.47 hr
29 min	0.48 hr
30 min	0.50 hr

Minutes	Decimal Hours
31 min	0.52 hr
32 min	0.53 hr
33 min	0.55 hr
34 min	0.57 hr
35 min	0.58 hr
36 min	0.60 hr
37 min	0.62 hr
38 min	0.63 hr
39 min	0.65 hr
40 min	0.67 hr
41 min	0.68 hr
42 min	0.70 hr
43 min	0.72 hr
44 min	0.73 hr
45 min	0.75 hr
46 min	0.77 hr
47 min	0.78 hr
48 min	0.80 hr
49 min	0.82 hr
50 min	0.83 hr
51 min	0.85 hr
52 min	0.87 hr
53 min	0.88 hr
54 min	0.90 hr
55 min	0.92 hr
56 min	0.93 hr
57 min	0.95 hr
58 min	0.97 hr
59 min	0.98 hr
60 min	1.00 hr