



NURSE HOURS REPORTING

Email: statewide.wagehour@alaska.gov

907-269-4900 (main)

Alaska Statute 18.20.450. Report requirements.

(a) A health care facility shall file with the division of labor standards and safety, Department of Labor and Workforce Development, a semiannual report on a form provided by the department. The report for the six-month period ending June 30 must be filed before the following August 1, and the report for the six-month period ending December 31 must be filed before the following February 1. The report must include, for each nurse employed by the health care facility or under contract with the health care facility, the number of overtime hours worked and the number of hours the nurse was on call. A health care facility that does not employ a nurse who worked overtime hours or who was on call during the reporting period is not required to describe hours worked as overtime and on-call hours for individual nurses but may instead complete the report by stating on the form that there are no reportable hours.

(b) A primary care outpatient facility is not subject to the reporting requirements of (a) of this section.

January 1 - June 30 (Due before August 1)

July 1 - December 31 (Due before February 1)

Name of Health Care Facility: _____
Address: _____
Phone: (____) _____ Email: _____ Fax: _____
Name & Title of Preparer (Please Print): _____

Form may be submitted electronically by email to: statewide.wagehour@alaska.gov

NAME	NUMBER OF OVERTIME HOURS	NUMBER OF ON-CALL HOURS

