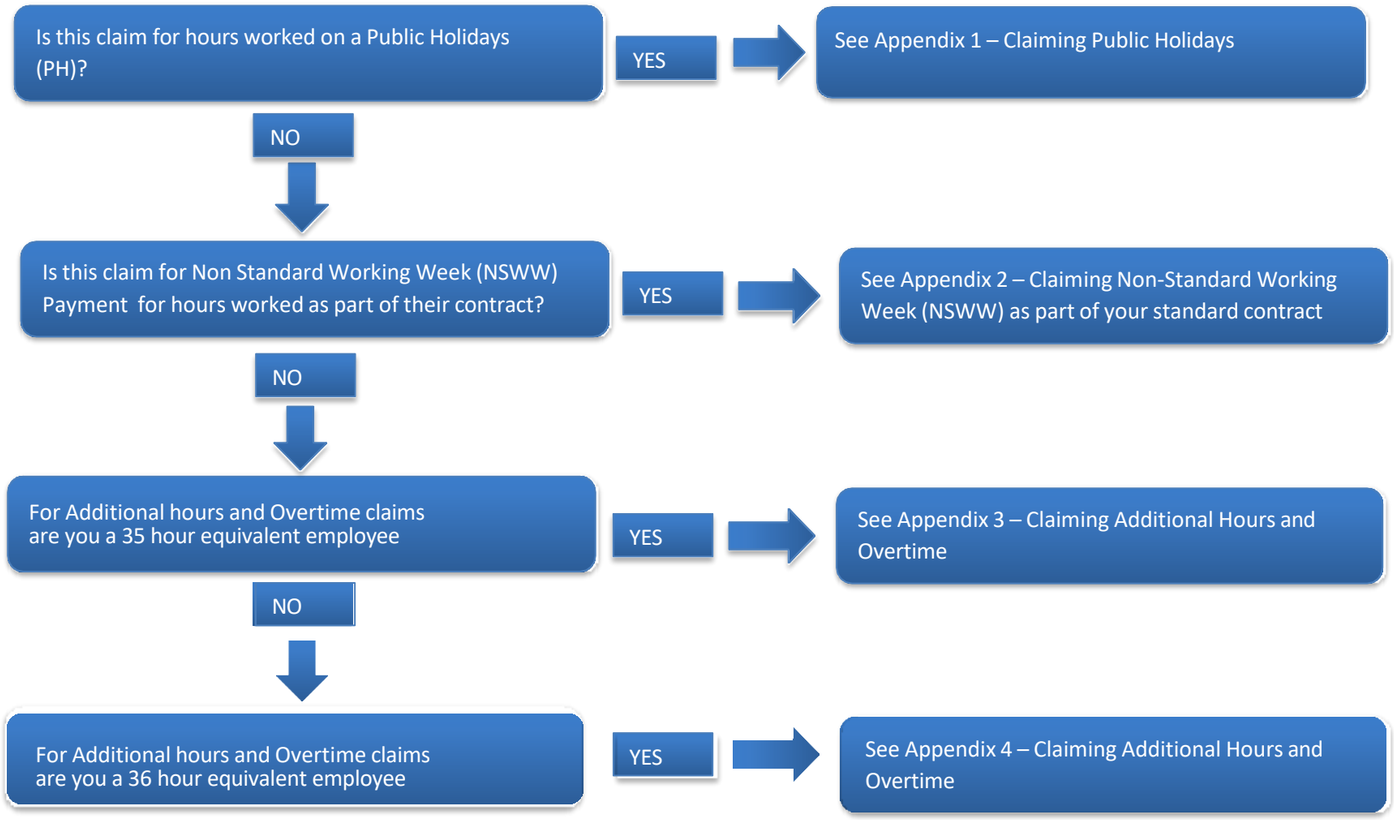
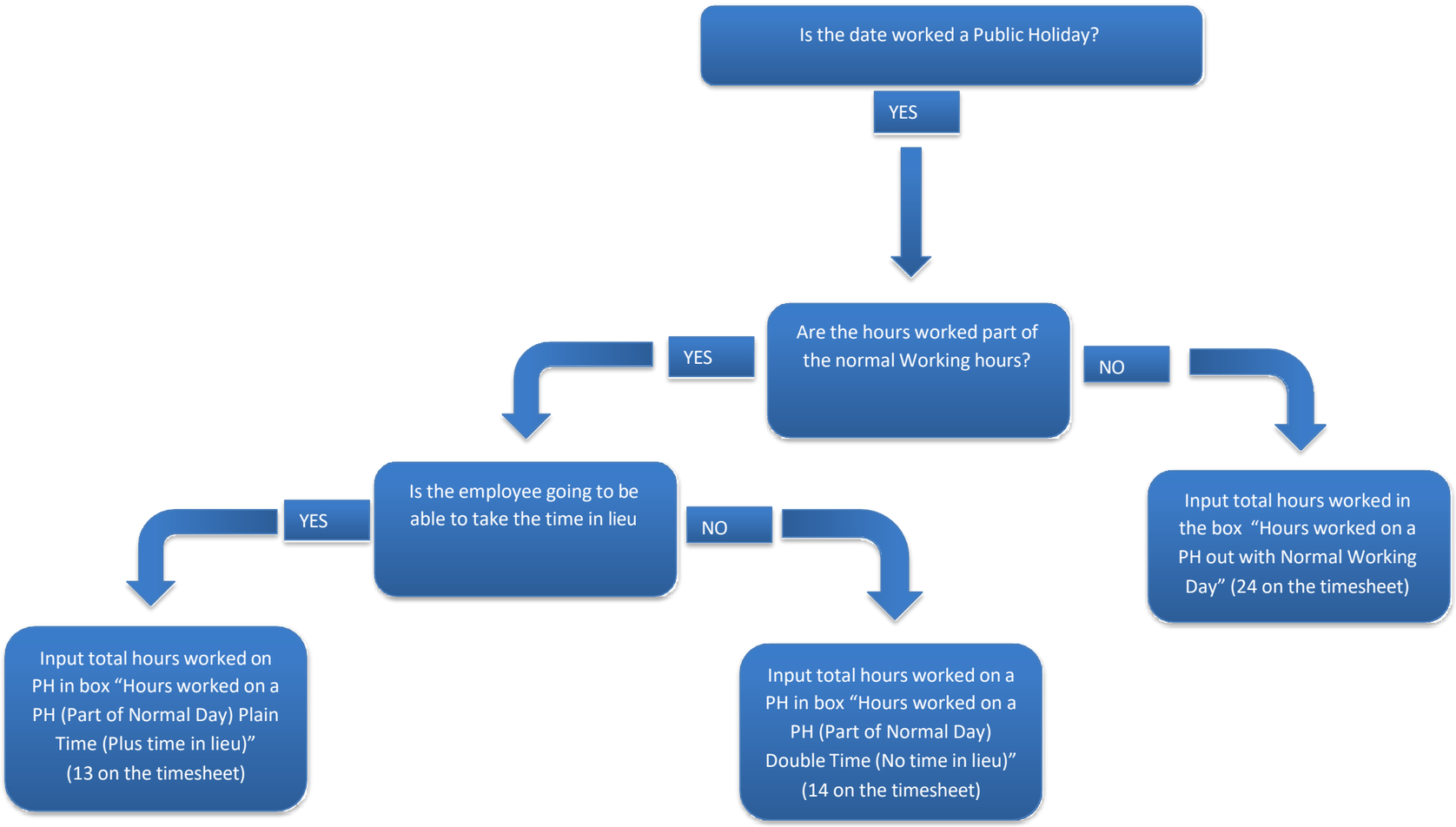
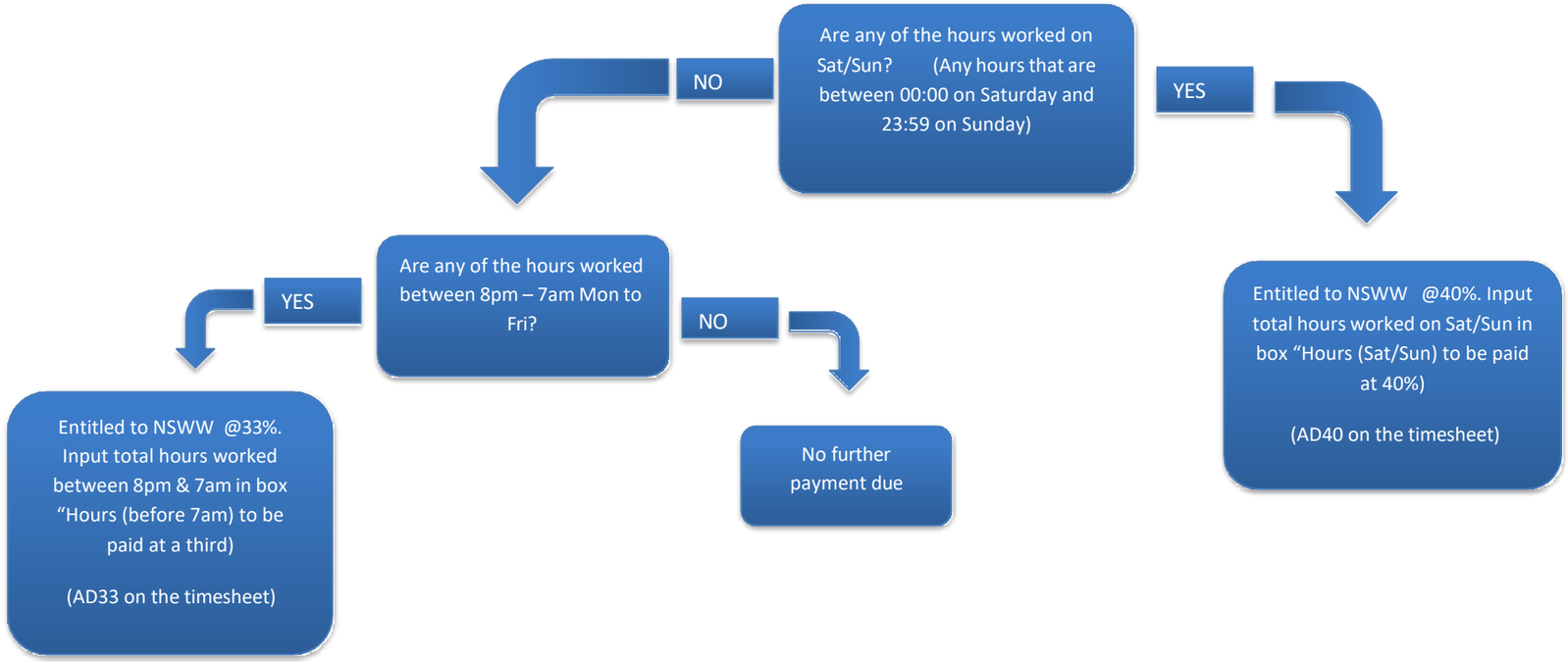

Is this claim for hours worked on a Public Holidays (PH)?
YES
See Appendix 1 – Claiming Public Holidays
NO
Is this claim for Non Standard Working Week (NSWW) Payment for hours worked as part of their contract?
YES
See Appendix 2 – Claiming Non-Standard Working Week (NSWW) as part of your standard contract
NO
For Additional hours and Overtime claims are you a 35 hour equivalent employee
YES
See Appendix 3 – Claiming Additional Hours and Overtime
NO
For Additional hours and Overtime claims are you a 36 hour equivalent employee
YES
See Appendix 4 – Claiming Additional Hours and Overtime

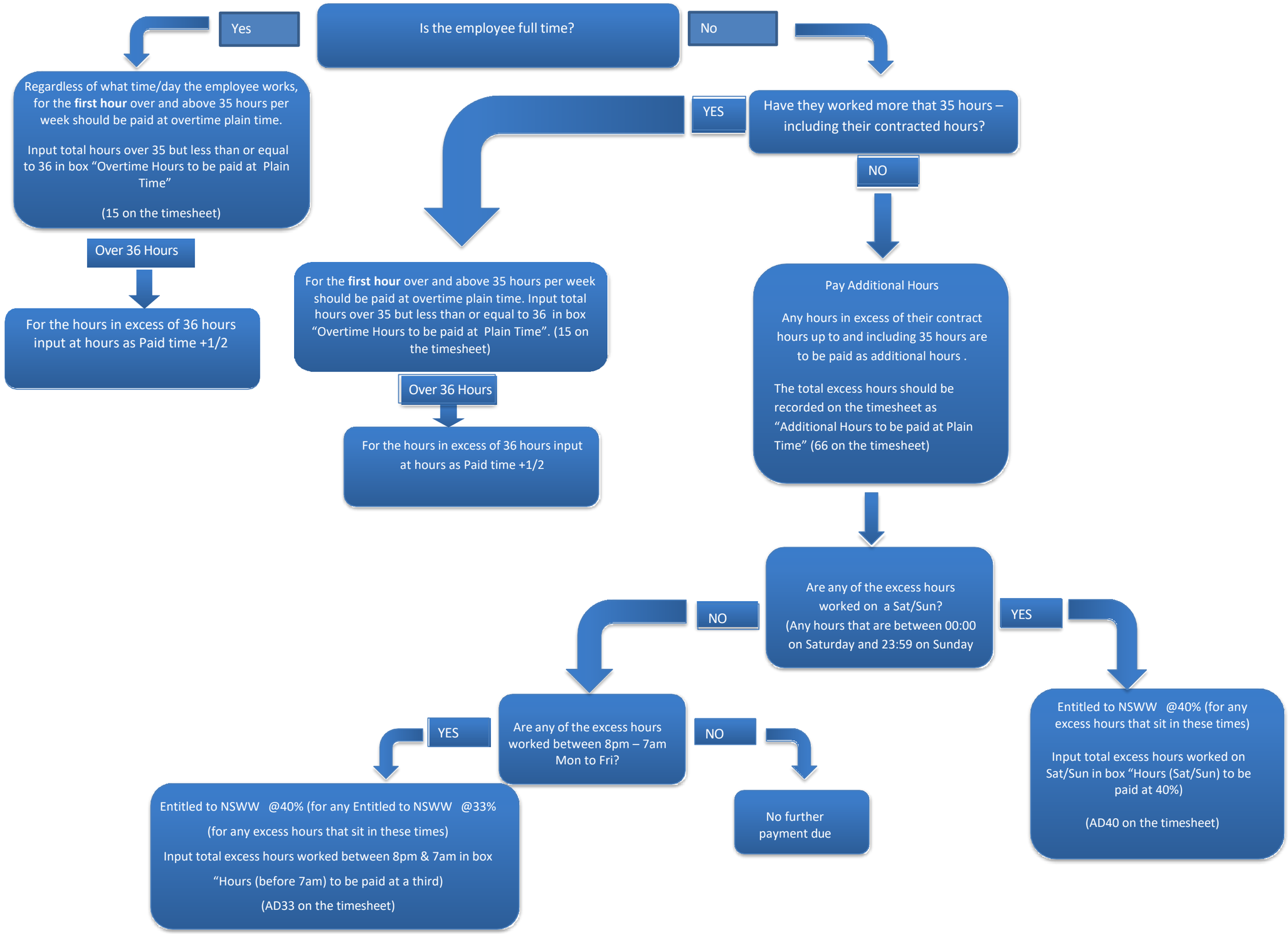
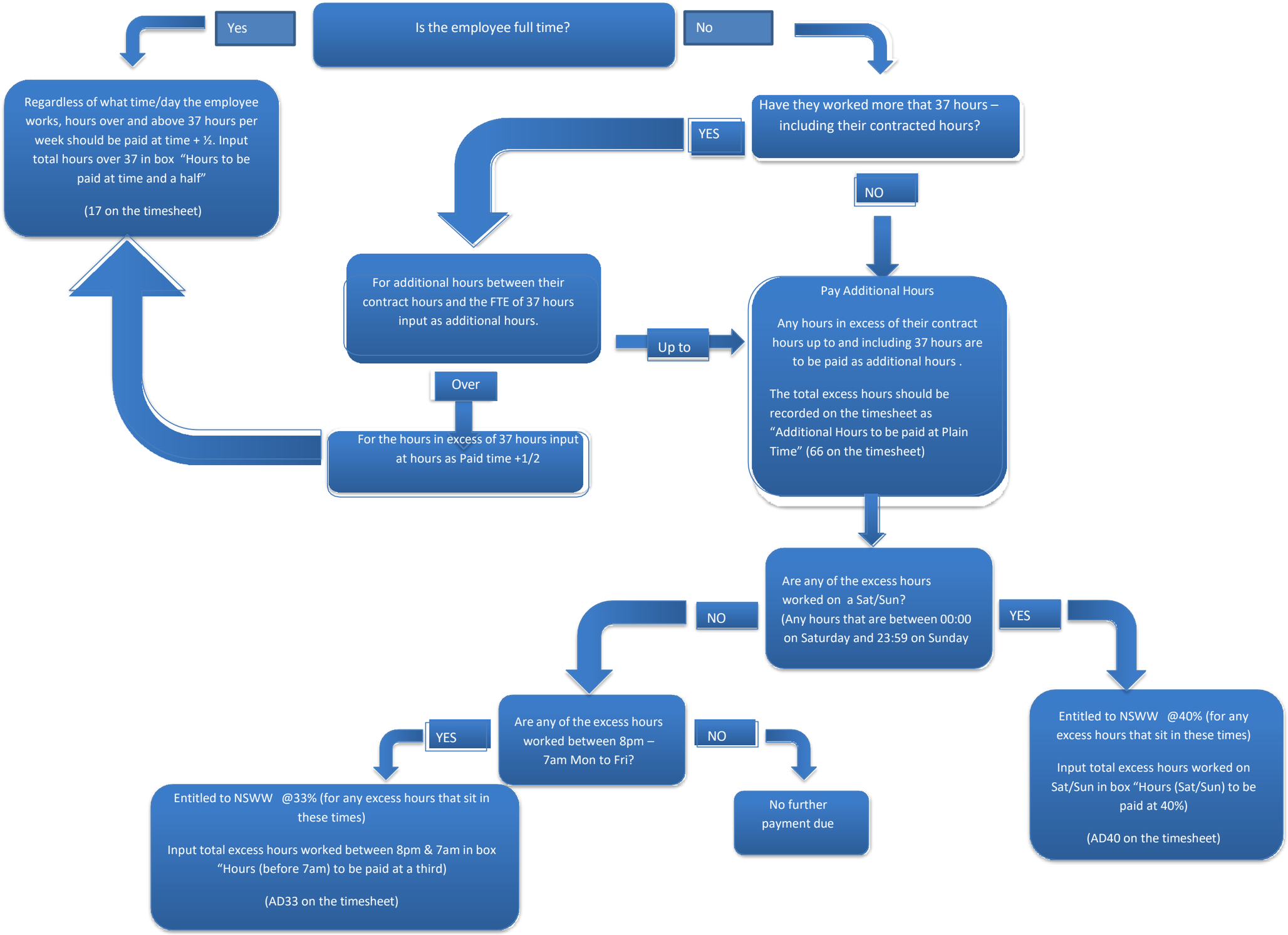
Appendix 1 – Claiming Public Holidays



Appendix 2 – Claiming Non-Standard Working Week (NSWW) as part of your standard contract



35 HOURS FULL TIME EQUIVALENT EMPLOYEE



37 HOURS FULL TIME EQUIVALENT EMPLOYEE