

## Additional Hours and Overtime Guidance

**Additional Hours and Overtime – Claim Form:** Use this form to claim any extra hours you work.

Overtime Guidance sheet – please use in conjunction with the work flow Guidance if you require further help

1. **Part-time Employees:** If you work less than 35 hours a week, any extra hours up to 35 should be claimed as 'Additional Hours'.

[illegible]

2. **Plain Time Overtime:** Any extra hours worked between 35 and 37 hours a week should be claimed as 'Plain Time Overtime'.

[illegible]

- ### 3. Non-Standard Working Week Allowance:

**Weekdays:** If you work between 8 PM and 7 AM on weekdays, you can also claim this allowance.

[illegible]

#### 4. Non-Standard Working Week Allowance:

**Weekends:** If you work on weekends, you can also claim this allowance.

DAY & DATE	HOURS	HOURS over contract	Cumulative Total	Overtime	Overtime	Overtime	Overtime	Overtime			Additional Hours Paid At	REASON  RH OR IN OR IS
				Paid At	Paid At	Paid At	Paid At	Paid At	Sat/Sun 40% (AD40)	<7am or>8p m (AD33)	Plain Time (66)	
				Plain Time (15)	Time + Half (17)	P/H Plain + Lieu (13)	P/H Double no Lieu (14)	Paid At P/H outwith normal day (24)				
Number of P/T Hours per Week												
Mon												
Tues												
Wed												
Thurs												
Fri												
Sat												
Sun												
TOTAL REGULAR HOURS												
TOTAL IRREGULAR NON SICK ABSENCE HOURS												
TOTAL IRREGULAR SICK ABSENCE HOURS												

#### 5. Overtime + ½: Any hours worked over 37 hours a week should be claimed as 'Overtime + ½'.

DAY & DATE	HOURS	HOURS over contract	Cumulative Total	Overtime	Overtime	Overtime	Overtime	Overtime	Sat/Sun 40% (AD40)	<7am or>8p m (AD33)	Additional Hours Paid At	REASON RH OR IN OR IS
				Paid At	Paid At	Paid At	Paid At	Paid At			Plain Time	
				Plain Time (15)	Time + Half (17)	P/H Plain + Lieu (13)	P/H Double no Lieu (14)	P/H outwith normal day (24)			Plain Time (66)	
Number of P/T Hours per Week												
Mon												
Tues												
Wed												
Thurs												
Fri												
Sat												
Sun												
TOTAL REGULAR HOURS												
TOTAL IRREGULAR NON SICK ABSENCE HOURS												
TOTAL IRREGULAR SICK ABSENCE HOURS												

### Public Holidays

#### 1. Plain Time Overtime + a day in lieu: If you work on a public holiday that is one of your normal working days, you can claim 'Public Holiday Plain Time' plus a day off later.

DAY & DATE	HOURS	HOURS over contract	Cumulative Total	Overtime	Overtime	Overtime	Overtime	Overtime	Sat/Sun 40% (AD40)	<7am or>8p m (AD33)	Additional Hours Paid At	REASON  RH OR IN OR IS
				Paid At	Paid At	Paid At	Paid At	Paid At			Paid At	
				Plain Time (15)	Time + Half (17)	P/H Plain + Lieu (13)	P/H Double no Lieu (14)	P/H outwith normal day (24)			Plain Time (66)	
Number of P/T Hours per Week												
Mon												
Tues												
Wed												
Thurs												
Fri												
Sat												
Sun												
TOTAL REGULAR HOURS												
TOTAL IRREGULAR NON SICK ABSENCE HOURS												
TOTAL IRREGULAR SICK ABSENCE HOURS												
Number of P/T Hours per Week												

This means that you are already receiving the hours in your basic pay you will receive the hours worked at your hourly rate again under Public Holiday and you will receive the hours worked as Time off at a later date (therefore total time paid is double time + Day in lieu) to be arranged with your manager.

2. **Double Time:** If your service offers it, you can claim 'Public Holiday Double Time' with no day off later.

DAY & DATE	HOURS	HOURS over contract	Cumulative Total	Overtime	Overtime	Overtime	Overtime	Overtime	Sat/Sun 40% (AD40)	<7am or >8pm (AD33)	Additional Hours Paid At Plain Time (66)	REASON RH OR IN OR IS
				Paid At Plain Time (15)	Paid At Time + Half (17)	Paid At P/H Plain + Lieu (13)	Paid At P/H Double no Lieu (14)	Paid At P/H outwith normal day (24)				
Number of P/T Hours per Week												
Mon												
Tues												
Wed												
Thurs												
Fri												
Sat												
Sun												
TOTAL REGULAR HOURS												
TOTAL IRREGULAR NON SICK ABSENCE HOURS												
TOTAL IRREGULAR SICK ABSENCE HOURS												
Number of P/T Hours per Week												

This means that you are already receiving the hours in your basic pay you will receive the hours worked at your hourly rate x2 again under Public Holiday (therefore total time paid is treble time).

3. **Out of Normal Working Hours:** If you work on a public holiday outwith your normal working hours, you can claim 'Public Holiday Outwith Normal Day'.

DAY & DATE	HOURS	HOURS over contract	Cumulative Total	Overtime	Overtime	Overtime	Overtime	Overtime	Sat/Sun 40% (AD40)	<7am or >8pm (AD33)	Additional Hours Paid At Plain Time (66)	REASON RH OR IN OR IS
				Paid At Plain Time (15)	Paid At Time + Half (17)	Paid At P/H Plain + Lieu (13)	Paid At P/H Double no Lieu (14)	Paid At P/H outwith normal day (24)				
Number of P/T Hours per Week												
Mon												
Tues												
Wed												
Thurs												
Fri												
Sat												
Sun												
TOTAL REGULAR HOURS												
TOTAL IRREGULAR NON SICK ABSENCE HOURS												
TOTAL IRREGULAR SICK ABSENCE HOURS												
Number of P/T Hours per Week												

This means that you will receive the hours worked at your hourly rate at treble time again under Public Holiday.

### Further Notes

Hours should be claimed to the last Sunday of the month.

Overtime of less than 15 minutes on any day should not be claimed.

All overtime should be stated as hours and decimal.

If you work more than six hours you are required to have an unpaid rest period of a minimum of 30 minutes and this should be deducted from your hours before claiming.

In respect of employees paid at G13 and above, overtime payment will be limited to a flat rate equivalent to the top point of Grade 13. Please complete your timesheet as above and any adjustment will be made by Payroll.

If the work undertaken was at an establishment other than your normal place of work please complete the appropriate cost centre to ensure the overtime is correctly charged.

Hours are considered to be “Regular” when they form part of the employee’s normal recurring pattern of work, for example

**hours that are planned in advanced to deal with an annual peak in workload.**

For all hours recorded as “Regular Hours” the employee will receive the appropriate overtime enhancement and will also receive Additional Holiday Pay.

Hours are “Irregular” when they do not form part of the employee’s normal recurring pattern of work, for example where

**overtime or additional hours are worked intermittently or on an ad-hoc basis.**

For all hours recorded as “Irregular Hours” the employee will receive the appropriate overtime enhancement. Irregular Hours do not qualify for Additional Holiday Pay.