

**OVERTIME APPROVAL FORM**

**OVERTIME AUTHORISATION**

<b>Employee Name</b>		
<b>Reason for working overtime and approximate hours to be worked</b>		
<b>Approved by Head of Administration and Finance or Nominated Approver</b>	<b>Sign:</b>	<b>Date:</b>
<b>Approved by line manager</b>	<b>Sign:</b>	<b>Date:</b>
<b>Overtime <u>must</u> be approved <u>in advance</u> by the Head of Administration and Finance</b>		

**ACTUAL OVERTIME CLAIM**

<b>Date</b>	<b>Times Worked</b>	<b>Total Number of Hours</b>

**LINE MANAGER APPROVAL**

<b>Total hours claimed, with appropriate rate/s</b>		
<b>Approved by line manager</b>	<b>Signed:</b>	<b>Date:</b>
<b>Rates of pay for overtime</b>	<ul style="list-style-type: none"> <li>any additional qualifying hours that you work up to 36.5 hours per week will be paid at plain time rates</li> <li>the first 7.25 hours of overtime worked in any one week (in excess of 36.5 hours) will be paid at time and a half</li> <li>any subsequent hours of overtime worked in any one week (i.e. on completion of 43.75 hours) will be paid at double time</li> </ul>	
<b>For HR use:</b>	<b>Hours claimed at which rate/s:</b>  <b>Funding source:</b>	

## INSTRUCTIONS FOR USE

1. The **OVERTIME AUTHORISATION SECTION** must be completed by the line manager, and then approved by The Head of Administration and Finance **before** any overtime hours are worked.
2. The **ACTUAL OVERTIME CLAIM SECTION** must be completed with the exact times and dates worked, once the work has taken place. Please ensure that this section is completed correctly, as this will affect the claimant's rate of pay.
3. The **LINE MANAGER APPROVAL SECTION** is where the line manager must then approve the worked hours.
4. Once approved, the completed Overtime Approval Form must be handed to HR at the end of each month that the overtime was worked.

**Please note: All overtime hours are paid in arrears.**

