



OVERTIME APPROVAL FORM

OVERTIME AUTHORISATION

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

ACTUAL OVERTIME CLAIM

Date	Times Worked	Total Number of Hours

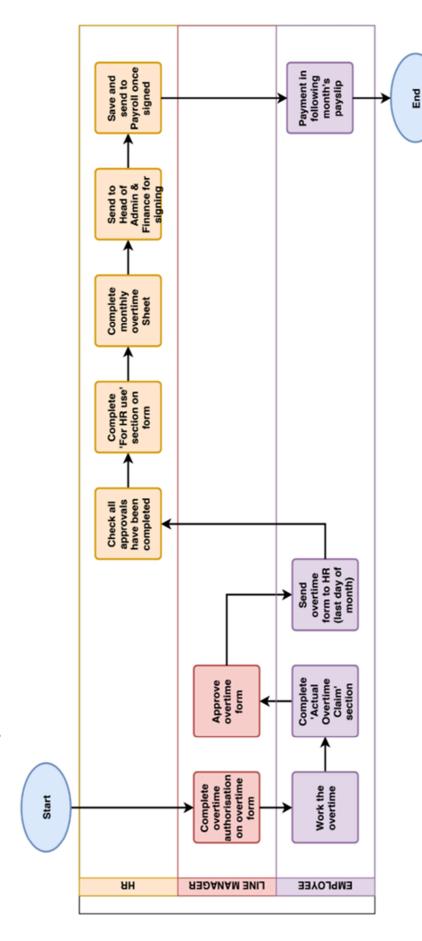
LINE MANAGER APPROVAL

Total hours of appropriate	•		
Approved by	line manager	Signed:	Date:
Rates of pay	for overtime	 week will be paid at p the first 7.25 hours of of 36.5 hours) will be any subsequent hours 	ing hours that you work up to 36.5 hours per lain time rates overtime worked in any one week (in excess paid at time and a half of overtime worked in any one week (i.e. 75 hours) will be paid at double time
For HR use:	Hours claimed a Funding source:		

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- 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. ι.
- 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. ų.
- The LINE MANAGER APPROVAL SECTION is where the line manager must then approve the worked hours. *т*
- Once approved, the completed Overtime Approval Form must be handed to HR at the end of each month that the overtime was worked. 4.



Please note: All overtime hours are paid in arrears.