



**HUMAN RESOURCES  
ADDITIONAL HOURS**  
For part-time employees (page 2)

**ADDITIONAL HOURS PAYMENT DEFINITIONS**

<b>TERM</b>	<b>DESCRIPTION/REQUIREMENTS</b>
Additional Hours	<p>Hours worked by part time employees on a non-rostered day (or period) not exceeding 7.5 hours. (For periods exceeding 7.5 hours refer to the Overtime or Time Off In Lieu Of Payment form).</p> <p>Additional days worked, up to a total of 5 days per week, should be paid as additional hours.</p> <p>Additional Hours form to be used for a period up to and including one month.</p> <p>For periods greater than 1 month advise HR Services by memo outlining period of time and if business unit, project grant differs.</p> <p>The employee must be provided with at least 2 working days notice of variation to ordinary working hours.</p> <p>Where the required notice is not given additional hours worked will be paid at overtime rates (refer to the Overtime or Time Off In Lieu Of Payment form).</p>