



**HUMAN RESOURCES
OVERTIME or TIME OFF IN LIEU (TOIL) OF PAYMENT**

SECTION 1 - EMPLOYEE DETAILS

Employee No. Family name Initials

School/Admin. Department

SECTION 2 - OVERTIME—ON-CALL—AVAILABILITY

Requested Overtime See Page 2 for calc **OR** Return to Duty Overtime With Notice **OR** Without Notice
See Page 3 for calc

OVERTIME (Complete (3a) and (3c) then go to Section 4) **OR** TOIL (Time Off In Lieu) (Refer to (3b) and complete (3c) then go to Section 4)

Overtime On Call OR Availability	Date (dd/mm/yy)	AM		PM		Total Hours	HR/Admin Use Only								
		From	To	From	To		Overtime								
							On Call	Avail	0.5	1	1.5	2	2.5		
HR Use : Calculation for TOIL or allowance :							520	520A	506	508	510	512	514		

Reason for the overtime :

SECTION 3 - ACCOUNT TO BE CHARGED

(3a) OVERTIME

Which overtime rate applies? Basic HDA

HDA / Other allowances are only payable if overtime relates to the duties the allowance is being paid for.

Account to be charged Business unit Project/Grant Account

Are costs recoverable from an external source, eg RPH Y/N if yes, which source? %

(3b) TOIL

I request the overtime in section 2 and approved in section 4, be taken as time off in lieu of payment.

(3c)

Employee signature Date (dd/mm/yy)

Employee name (please print)

SECTION 4 - APPROVAL

Name (please print)

Signature of Approved Delegate (See HR Delegations)

In approving this payment I confirm that I am an Approved Delegate and funds are available.

NOTE: Employees who are paid at or in excess of Level 8 Step 1 (including allowances), require prior approval for paid overtime from the Director HR.

Contact number/extension

Date (dd/mm/yy)

HUMAN RESOURCES
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The University may require an employee to work reasonable overtime at overtime rates, however, an employee may refuse to work overtime in circumstances where the working of overtime would result in the employee working hours which are unreasonable having regard for:

- any risk to employee health and safety
- the employee's personal circumstances including family responsibilities
- the needs of the workplace or enterprise
- the notice (if any) given by the employer of the overtime and by the employee of his/her intention to refuse
- any other relevant matter

REQUESTED OVERTIME

<p>Monday to Friday once 7.5hrs per day is exceeded</p>	<p>Time and one half for the first 3 hours (Payment : no. of hours x 1.5 x hourly rate = ...) (TOIL : no. of hours x 1.5 = ...)</p> <p>Double time thereafter (Payment : no. of hours x 2 x hourly rate = ...) (TOIL : no. of hours x 2 = ...)</p>
<p>Saturdays</p>	<p>Time and one half for the first 3 hours up to 12noon (Payment : no. of hours x 1.5 x hourly rate = ...) (TOIL : no. of hours x 1.5 = ...)</p> <p>Double time after the first 3 hours or for hours worked after 12noon (Payment : no. of hours x 2 x hourly rate = ...) (TOIL : no. of hours x 2 = ...) eg Payment for 10.00am – 1.00pm 10.00 – 12 noon = 2 hours @ 1.5 time 12noon – 1.00pm = 1 hour @ 2 time</p>
<p>Sundays</p>	<p>Double time (Payment : no. of hours x 2 x hourly rate = ...) (TOIL : no. of hours x 2 = ...)</p>
<p>Public Holidays that University Staff work once 7.5hrs per day is exceeded</p> <p>These days are treated as normal working days with a day in lieu of the day worked granted during the Xmas closedown period.</p> <p>Please note that employees who work during Xmas closedown, on days normally taken in lieu of P/Hs worked, will receive ordinary rates and be credited equivalent TOIL.</p>	<p>Time and one half for the first 3 hours (Payment : no. of hours x 1.5 x hourly rate = ...) (TOIL : no. of hours x 1.5 = ...)</p> <p>Double time thereafter (Payment : no. of hours x 2 x hourly rate = ...) (TOIL : no. of hours x 2 = ...)</p>
<p>Public Holidays that are observed by the University (ie not worked).</p>	<p>Time and one half during normal hours of duty (in addition to normal day's pay) (<i>excluding</i> shift staff rostered to work the Public Holiday) (Payment : no. of hours x 1.5 x hourly rate = \$...) (TOIL : no. of hours x 1.5 = ... hours)</p> <p>Double time and one half once 7.5 hours per day is exceeded (<i>including</i> shift staff rostered to work the Public Holiday) (Payment : no. of hours x 2.5 x hourly rate = \$...) (TOIL : no. of hours x 2.5 = ... hours)</p>
<p>When less than a 10 hour break between periods of work</p>	<p>Double the ordinary rate until released from duty See Clause 24.14.1</p>
<p>Overtime cancelled with <4 hours notice</p>	<p>Appropriate overtime rate for 1 hour</p>

