



**HUMAN RESOURCES**  
**OVERTIME or TIME OFF IN LIEU (TOIL) OF PAYMENT (page 2)**

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><b>Time and one half for the first 3 hours</b> (Payment - no. of hours x 1.5 =    x hourly rate) (TOIL - no. of hours x 1.5 =    )</p> <p><b>Double time thereafter</b> (Payment - no. of hours x 2 = .... X hourly rate) (TOIL - no. of hours x 2 = ...)</p>
<p>Saturdays</p>	<p><b>Time and one half for the first 3 hours up to 12noon</b> (Payment - no. of hours x 1.5 =    x hourly rate) (TOIL – no. of hours x 1.5 =    )</p> <p><b>Double time after the first 3 hours or for hours worked after 12noon</b> (Payment - no. of hours x 2 =    x hourly rate) (TOIL – no. of hours x 2 =    ) eg 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><b>Double time</b> (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</p>	<p><b>Time and one half for the first 3 hours</b> (Payment - no. of hours x 1.5 =    x hourly rate) (TOIL – no. of hours x 1.5 =    )</p> <p><b>Double time thereafter</b> (Payment - no. of hours x 2 = .... X hourly rate) (TOIL – no. of hours x 2 =    )</p>
<p>Public Holidays that University Staff <b>DO NOT</b> work or Days observed in lieu of public holidays worked (Non rostered hours)</p> <p>Rostered hours</p>	<p><b>Time and one half for 7.5 hours worked in addition to normal day's pay</b> (Payment -no. of hours x 1.5 =    x hourly rate + normal days pay) (TOIL – no. of hours x 1.5 =    + normal days pay)</p> <p><b>Double time and one half for hours thereafter</b> (Payment -no. of hours x 2.5 =    x hourly rate) (TOIL – no. of hours x 2.5 =    )</p> <p><b>Double time and one half for hours outside of ordinary rostered hours of duty</b> (Payment -no. of hours x 2.5 =    x hourly rate) (TOIL – no. of hours x 2.5 =    )</p>
<p>Without a 10 hour break between periods of work or overtime</p>	<p><b>Double the ordinary rate until released from duty until 10 consecutive hours off duty</b></p>
<p>Overtime cancelled with &lt;4 hours notice</p>	<p><b>Appropriate overtime rate for 1 hour</b></p>

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**RETURN TO DUTY OVERTIME**

<p>Monday to Friday – <b>return to duty with prior notice</b></p>	<p><b>Time and one half for the first 3 hours for a minimum of 1.5 hours</b>                  (Payment - no. of hours x 1.5 = x hourly rate)                  (TOIL - no. of hours x 1.5 = )</p> <p><b>Double time thereafter</b>                  (Payment - no. of hours x 2 = .... x hourly rate)                  (TOIL - no. of hours x 2 = ...)</p>
<p>Monday to Friday – <b>return to duty without prior notice</b></p>	<p><b>Time and one half for the first 3 hours for a minimum of 2.5 hours</b>                  (Payment - no. of hours x 1.5 = x hourly rate)                  (TOIL - no. of hours x 1.5 = )</p> <p><b>Double time thereafter</b>                  (Payment - no. of hours x 2 = .... x hourly rate)                  (TOIL - no. of hours x 2 = ...)</p>
<p>Saturdays – <b>return to duty</b></p>	<p><b>Time and one half for the first 3 hours up to 12 noon for a minimum of 3 hours</b>                  (Payment - no. of hours x 1.5 = x hourly rate)                  (TOIL – no. of hours x 1.5 = )</p> <p><b>Double time after the first 3 hours or for hours worked after 12noon for a minimum of 3 hours</b>                  (Payment - no. of hours x 2 = x hourly rate)                  (TOIL – no. of hours x 2 = )</p>
<p>Sundays – <b>return to duty</b></p>	<p><b>Double time for a minimum of 3 hours</b>                  (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 – <b>return to duty</b></p> <p>These days are treated as normal working days</p>	<p><b>Time and one half for the first 3 hours for a minimum of 3 hours</b>                  (Payment - no. of hours x 1.5 = x hourly rate)                  (TOIL – no. of hours x 1.5 = )</p> <p><b>Double time thereafter</b>                  (Payment - no. of hours x 2 = .... X hourly rate)                  (TOIL – no. of hours x 2 = )</p>
<p>Public Holidays that University Staff <b>DO NOT</b> work – <b>return to duty</b>                  or                  Days observed in lieu of public holidays worked                  (Non rostered hours) – <b>return to duty</b></p>	<p><b>Time and one half for 7.5 hours worked for a minimum of 3 hours in addition to normal day's pay</b>                  (Payment -no. of hours x 1.5 = x hourly rate + normal days pay)                  (TOIL – no. of hours x 1.5 = + normal days pay)</p> <p><b>Double time and one half for hours thereafter</b>                  (Payment -no. of hours x 2.5 = x hourly rate)                  (TOIL – no. of hours x 2.5 = )</p>