



Policy on overtime arrangements for staff contracted to work fixed hours

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These arrangements exclude all staff employed on no fixed working hours as these staff are not eligible for the payment of overtime

1. Introduction

- 1.1. Although the practice of regular overtime working is discouraged, from time to time members of staff may be required by their Head of School/Service (or nominee) to work overtime.
- 1.2. When members of staff are required to work overtime, as much advance warning as practicable will be given, but it is unavoidable that some overtime may occur at short notice due to sickness and emergencies.
- 1.3. In all cases overtime must be authorised by the Head of School/Service (or nominee).
- 1.4. Overtime is deemed to commence after 35 hours of work in any one week (Monday to Sunday). This will include days of certified sickness, days of holiday entitlement and any other absences authorised by the Head of School/Service (or nominee).
- 1.5. Compensation for overtime worked shall be either time off in lieu or by payment.

2. Compensation for overtime worked

Compensation for overtime worked whether by time off in lieu or by payment shall be at the following enhanced rates:

- Monday to Saturday: time and a half
- Sunday: double time

3. Arrangements for working on public holidays and University closed days

Public holidays

- 3.1. Members of staff who are required to work on a public holiday shall receive in addition to their normal day's pay:
- Payment at plain time rates for the hours worked and be allowed time off with pay at a later date equivalent to the number of hours worked.
 - Overtime worked which exceeds the hours of the normal day shall be paid at the rate of double time either by payment or by time off in lieu.

University closed days

- 3.2. Members of staff who are required to work on a day when the University is officially closed (not being a public holiday) shall receive in addition to their normal day's pay:
- Payment at plain time rates for the hours worked. Overtime worked which exceeds the hours of the normal day shall be paid at the rate of double time or
 - Paid time off in lieu equivalent to the number of hours worked. Overtime worked which exceed the hours of the normal day shall be recompensed at the rate of time off in lieu equivalent to double the hours worked.
- 3.3. Time-off in lieu which must be agreed by the Head of School/Service (or nominee) shall be made available subject to departmental requirements normally no later than four months after the overtime was worked. If it has not been possible to make available time-off in lieu within this period the member of staff in consultation with the Head of School/Service (or nominee) may either:
- defer the time-off in lieu to a later date to be mutually agreed or;
 - take payment at the appropriate rate of pay.

4. Working on 'rest' days and 'free' days

Where a full-time member of staff's normal working week includes a Saturday and Sunday, another day of the week is designated as a 'rest' day and a further as a 'free' day. If the member of staff is required to work on a 'rest' day, hours worked on that day are paid at the rate of double time and on a 'free' day, at the rate of time and a half.

5. Working time regulations

Under the working time regulations, members of staff cannot be required to work beyond 48 hours per week (averaged over a 17 week period). Although the University discourages staff working beyond this limit, it recognises that some members of staff may be willing to do so to meet the needs of the School/Service. If a member of staff works beyond the 48 hours per week they must complete and sign a declaration form agreeing that they are willing to do so. A copy of the declaration form is available at:

http://hr.leeds.ac.uk/info/40/hours_of_work/53/working_time_regulations or from Human Resources. In such cases an accurate record of the actual hours worked should be kept for a period of two years.