



**UNIVERSITY OF
CAMBRIDGE**

Department of Engineering

OVERTIME FORM

You may be required to work reasonable overtime, but overtime is only worked when necessary in the interests of the University, and must be authorised beforehand by Mrs S Collins-Taylor, Secretary of the Department for Administration and Human Resources.

All assistant staff qualify for overtime either by payment or by time off in lieu. The decision whether payment or time off in lieu is granted is at the discretion of Mrs S Collins-Taylor.

Name:

Week Commencing:

Pre-authorised by
as TOIL or payment: (Mrs S Collins-Taylor)

Date:

				Overtime rate 1 1/2 x basic hourly - Mon-Sat 2 x basic		TOTAL OVERTIME HOURS	PURPOSE
START	END	TOTAL HOURS	hourly rate - Sunday				
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Time Off in Lieu (TOIL)

TOTAL OT HOURS

CUFS CODE TO CHARGE
(for payment only)

I Confirm these hours have been worked by the above

(Signed)

Supervisor / Line Manager

(Date)