|  |  |
| --- | --- |
| Name: |       |
| Employee ID: |       | Date: |       |
| Branch: |       | Managers Name: |       |

**What is Overtime?**

Overtime is defined as any hours worked over and above 8 hours in a single day or any hours worked on either a weekend or public holiday where the total hours in that week exceed 40 hours.

Any overtime hours against billable work can either be claimed as payment in the following month’s pay run or claimed as time off in lieu (up to 80 hours at any one time). Any claims for overtime hours against non-billable work can only be claimed as time off in lieu. Overtime for non-billable work must be approved by your General Manager.

**Details of Overtime Claimed**

Please ensure that the total amount of overtime for each week is listed on a different line. Overtime can be claimed up until the last Sunday in the month. Any overtime worked after the last Sunday will need to be claimed in the next month. If claiming overtime in different months a separate form must be completed for each month.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week Ending Date | Client/ Project Code | No of Hours Claimed for Week | Approved by ClientYES / NO | Name of Client who approved Overtime |
|       |       |       |  |       |
|       |       |       |  |       |
|       |       |       |  |       |
|       |       |       |  |       |
|       |       |       |  |       |
| **Total number of overtime hours claimed** |  |  |

**Action & Declaration**

[ ]  I wish for overtime detailed on this form to be paid to me in the next monthly pay run.

Or

[ ]  I wish for overtime detailed on this form to be accrued as time in lieu to be taken at a time convenience for the Client, Access HQ and myself.

I declare the information provided in this form is true and correct. I understand if I have made a false statement disciplinary action can be taken against me.

|  |  |  |  |
| --- | --- | --- | --- |
| Your Signature |       | Date: |       |

**Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| Access HQ Manager |       |       |       |
|  | Name | Signature | Date |
|  |  |  |  |
| Access HQ Account Manager |       |       |       |
|  | Name | Signature | Date |

**Instructions**

* This form should be submitted by the employee at the end of the month and should document all instances of overtime worked each week in that month. Overtime can be claimed up until the last Sunday in the month. Any overtime worked after the last Sunday will need to be claimed in the next month. If the employee wishes to claim overtime worked in different months a separate form must be completed for each month.
* The employee should also indicate whether overtime is to be paid or taken as time in lieu accrued.
* The employee should forward the completed form to their People & Culture Manager to gather the necessary approvals prior to payroll processing.
* All overtime claimed will be verified against timesheets. **If the time is not logged in your AccessHQ timesheet you will not be paid. THIS IS NOT NEGOTIABLE**.
* Forms should be received by People & Culture no later than COB on the 2nd business day of the calendar month in which it will be paid. Forms received after this date will be paid in the next month’s pay run.

**Overtime & Time in Lieu Policy**

## Compensation for Overtime

Overtime worked can be paid or claimed as time off in lieu provided the client has provided pre-approval in writing.

## Claiming Overtime

Employees claiming either overtime as a payment or the accrual of time off in lieu are required to complete an Overtime Claim Form. The Overtime Claim Form can be found at: [www.accesshq.com\employees](http://www.accesshq.com\employees).

**Prior to working overtime it is your responsibility to either send through the client’s one off written pre-approval or ensure that there are existing pre-approvals in place with the client for paying overtime. You may need to contact your AccessHQ Account Manager to ensure this is the case.**

**If no payment arrangements are in place you will not be paid for overtime or be able to claim time off in lieu.**

Overtime is usually paid in the pay run after overtime is worked. E.g. any overtime worked in the calendar month of September will be paid in the October pay run.

Overtime must be claimed within 3 months of it being worked or it will not be paid.

## Accruing Time in Lieu

## For every hour of overtime worked an equivalent hour of time in lieu will be accrued. Employees cannot keep more than 2 weeks of accrued time in lieu, once you reach this limit any overtime claimed will be paid out. In order to claim time in lieu you MUST complete the Overtime Claim Form found at [www.accesshq.com\employees](http://www.accesshq.com\employees). If no claim form is submitted and approved, no time in lieu is accumulated. All time in lieu is tracked in the national time in lieu spreadsheet.

Time in lieu is not paid out on termination.

## Taking Time in Lieu

A request to use Time in Lieu must be approved by both the P&C Manager and the client. The employee will then need to submit a leave request in the online system. Timesheets for these dates must match the approved online leave request and be entered as Time in Lieu (ZZ07).

Taking Time off in Lieu is always at the convenience of AccessHQ and must only be taken for the dates approved in the leave system. A leave request for time off in lieu cannot exceed 3 days at any one time. A leave request for longer than 3 days cannot contain more than 3 days of time in lieu, any additional days must be taken as annual leave. The only exception to this is during the company shutdown period at Christmas, please refer to the section Christmas Leave Policy for more information.

\* Further queries on this policy should be directed to the Corporate HR Manager.