

Overtime rates for staff on defined working hours (grades 1-6)

- Additional hours worked by part-time staff on any day of the week **up to 36.5 hours per week: single time**
- Hours worked **beyond 36.5 hours on days 1-5 inclusive** that an individual works in his/her working week: **time and a half**.
- Hours worked **beyond 36.5 hours on either or both of the 6th or 7th day worked** in a week: **time and three quarters**.
- **Bank and public holidays and minimum service days:** Double time will be paid for all hours worked on a bank/public holiday/minimum service day, plus time off in lieu (TOIL) up to a maximum of an individual's normal working day, irrespective of the 36.5 hour threshold having been reached. Bank/public holidays and minimum service days will be deemed to start at 12 midnight and end at 12 midnight, 24-hours later.

Notes:

1. Where possible, time off in lieu (TOIL) will be granted as an alternative to paid overtime. Where this occurs, TOIL will be for the actual hours worked.
2. Overtime will be paid where, after a 12-month period, the individual's line manager agrees that it has not been possible for the individual to take his/her TOIL.
3. Overtime is not payable to staff on grades 7 and above.

Enhanced pay for staff on defined working hours (grades 1-6)

- Normal hours worked by all staff on bank & public holidays and minimum services days: **single time** (ie in addition to normal pay)

Notes:

1. Staff who work on bank & public holidays and minimum service days as part of their normal working week will be paid single time for these hours in addition to the normal pay they will receive for that day. They will also be given time off in lieu, effectively being paid double time plus time off in lieu.