

COMPENSATION FOR OVERTIME AND TRAVELLING TIME

Hours worked or spent travelling on business at the request of management at weekends or Bank/Public holidays are treated as overtime or travelling time. Job levels A to F can claim for business travel time or overtime hours worked on Monday to Fridays before 07.00 or after 19.00. Staff in levels A to D can also claim for time travelled or overtime worked between 07.00 to 07.55 and 17.55 to 19.00 rather than flexi credit if they choose.

There is no compensation for staff at level H.

The rates of compensation for levels A to G are outlined below:

| PERIOD | OPTION | LEVEL A TO C | LEVEL D TO F | LEVEL G |
|---------------------------------|------------------|---|---|---------------------|
| Monday to Friday | Payment | 1.5 x o/time hours 1 x hours travelled | 1 x o/time hours 1 x hours travelled | No compensation |
| | Time off in lieu | 1 x o/ time hours 1 x hours travelled | 1 x o/time hours 1 x hours travelled | No compensation |
| Saturday | Payment | 2 x o/time hours | 1.5 x o/time hours | 1 x o/time hours |
| | Time off in lieu | 1.5 x hours travelled | 1.5 x hours travelled | 1 x hours travelled |
| Sunday/Public/ Bank holidays | Payment | 2 x o/time hours | 2 x o/time hours | 1 x o/time hours |
| | Time off in lieu | 2 x hours travelled | 2 x hours travelled | 1 x hours travelled |

OTHER RULES

- Where time off in lieu (TOIL) is claimed, no more than the equivalent of one standard working day (i.e. 7 hours 24 minutes) may be accumulated in any single day on which overtime and/or travelling time is claimed. Any balance of hours must be claimed as payment.
- With effect from 31 March 2012 a maximum of 14 hours 48 minutes TOIL may be carried over into the next financial year.
- Time spent travelling to and from the office for overtime on non normal working days will not be compensated.
- Overtime planned and agreed specifically for the purpose of clearing work backlogs would normally be compensated only by payment and not through the provision of TOIL.
- The maximum time allowed to be worked without a break is 6 hours. You will not be able to claim for more than 6 hours overtime without accounting for a minimum 30 minute break.