

UNIVERSITY OF KWAZULU-NATAL  
**OVERTIME CLAIM FORM**

<b>A. TO BE COMPLETED BY EMPLOYEE</b>																	
NAME : .....										STAFF NO. : .....							
DESIGNATION : .....										SCHOOL / DEPT: .....							
SECTION : .....										MONTH OF ..... 20 .....							
<b>B. TO BE COMPLETED BY EMPLOYEE</b> Note : Risk Management Staff should indicate day of rest in the column headed "DAY"								<b>C. TO BE COMPLETED BY EMPLOYEE'S SUPERIOR/ SECTION HEAD</b>									
<b>OVERTIME ANALYSIS</b>																	
<b>OVERTIME</b>								<b>TOTAL HOURS &amp; INFLATED TIME</b>									
DATE	DAY	NORMAL WORKING HOURS		FROM		TO		TOTAL TIME WORKED		O/T CATE-GORY	WEEK-DAYS 'x 1 1/2'		SUNDAYS 'DOUBLE'		PUBLIC HOLIDAYS 'STRAIGHT'		
		FROM AM	TO PM	HR	MIN	HR	MIN	HR	MIN		HRS	DEC	HRS	DEC	HRS	DEC	
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I certify that the overtime claimed is correct and was actually worked by me.  .....		TOTAL INFLATED HOURS:  .....		OVERTIME CATEGORIES 1. Emergency 2. Unplanned 3. Planned (Routine)				FOR OFFICE USE ONLY Monthly Salary : R ..... Monthly Allowances (NPA) : R ..... Rate per hour for overtime purposes : R .....  <b>Initial</b> Checked to Authority Forms : ..... Employee No. checked : ..... Sent to Salaries : .....									
D. I certify that the details recorded in Sections B and C are in conformity with the actual overtime worked as certified on the authorisation forms.  .....								E. I am satisfied that the details recorded hereon have been adequately checked and that the amount/time shown is payable.  .....									
SUPERIOR / SECTION HEAD								DEAN / DIVISIONAL HEAD / HEAD OF SCHOOL /DEPT									

**UNIVERSITY OF KWAZULU-NATAL**

**OVERTIME**  
**(Section 4. of Conditions of Service)**

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Support staff may be required to work reasonable overtime which must be agreed with the line manager and approved by the Dean or Divisional head prior to it being worked. Payment or time-off in lieu of overtime worked will be determined in accordance with the Basic Conditions of Employment Act (BCEA).

Payment of planned overtime must be budgeted for in advance. Payment of unplanned overtime will only be considered on the basis of availability of funds in the Faculty/Division budget.

Overtime worked shall not exceed the hours as specified in the Act (currently 3 hours per day or 10 hours per week).

In respect of paid overtime, staff must earn less than the maximum stipulated in the BCEA.

Staff who work overtime on an ordinary working day (which may include Sunday) shall be paid overtime at the rate of one and a half times their normal wage (fund salary). However, staff who work overtime on a Sunday or a public holiday, which is not ordinarily a working day, are paid overtime at double the rate and staff who work overtime on a public holiday which is ordinarily a working day will be paid overtime at the rate of normal wage. They may, by mutual agreement, be granted the equivalent time off in lieu of paid overtime.

Time off must be taken within 3 (three) months of working such overtime or it will be forfeited.

Overtime pay or time off in lieu thereof is only applicable if at least 1 (one) hour's overtime is worked. Shorter periods, worked over a period of time, are not taken into consideration.

Staff members up to but excluding Director level/equivalent who, in terms of BCEA, are not eligible for overtime payment or time off in lieu, may be granted equivalent time off in lieu of actual overtime hours worked, i.e. on a one-for-one basis.

Academic staff, support staff at Director level or equivalent and members of the Executive are not eligible for overtime pay or time off in lieu of overtime worked.