

Overtime Claim. Employee _____

Northern House School



Date claimed: _____ Payroll Number: _____

School: _____ Standard weekly working hours: _____

To remain confidential to the employee and the school.

All claims must be approved in advance in order to guarantee authorisation. No such approval may result in decline of authorisation, especially if work is deemed to be of a nature that could have been done during standard working hours. All claims must be made within three months otherwise may become ineligible.

Day	Date	Start Time	End Time	Total Hours	Rate	Detailed Reason
TOTAL CLAIMED HOURS						

The hours of overtime specified above were worked by me.

Signature of Claimant: _____

The overtime specified above was authorised by me and was worked. It was not possible to have the work involved done during normal working hours.

Authorising Signature: _____