

# Overtime

## Policy

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## 1. Introduction

In some areas of the University, staff may be required to work additional hours over and above their normal weekly contractual hours in response to operational needs. Similarly, some essential staff may be required to work on a public holiday or a University closure day, either as part of their normal weekly contractual hours, or as additional hours (overtime).

In this policy, you'll find more information about the rates payable for working additional hours including working on a public holiday or a University closure day, how to make a claim, our expectations of you and more.

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#).

## 2. Who is Covered by This Policy?

This policy applies to all staff whose contracts of employment include specified hours of work and who fall within the Teaching, APS, Technical Services and Operational Services job families.

Staff in other job families should refer to their specific Terms and Conditions of Employment, as entitlements may vary.

If your role requires you to work a shift pattern, or you're required to participate in an on-call rota, you should refer to our [Shift Working Policy](#) and/or our [On Call Policy](#).

## 3. What is Expected of You

**If you're a member of staff, you are expected to:**

- have your manager's authorisation and have read the terms set out in this policy before making any claim for overtime or Time Off in Lieu (TOIL).
- let your manager know and seek advice from our [Occupational Health](#) team or your GP if you're experiencing any health problems related to working additional hours.
- let your manager, [Human Resources](#) or Occupational Health know if you're pregnant or have any medical condition which may impact your ability to work additional hours.

**If you're a manager, you are expected to:**

- review and monitor the overtime of your team. Ensure your team don't work excessive hours and try to minimise requests for staff to work overtime.
- ensure overtime arrangements comply with the [Working Time Regulations](#), specifically in relation to rest periods and compensatory rest, and health assessments for night work, where applicable.
- conduct occupational risk assessments on overtime working and put safeguards in place to support safe overtime working practices.
- be flexible if a team member finds it challenging to undertake additional hours or to work on a public holiday/ University closure day (such as those with caring responsibilities, those with a medical condition, or for religious reasons).
- get agreement from the budget holder before offering overtime.

Any abuse of this policy may lead to action being taken under our [Disciplinary Procedure](#), including removal from participation in overtime.

## **4. Pay Rates for Working on a Public Holiday or University Closure Day**

Whilst we're closed on public holidays and University closure days, essential services do continue to operate, so some staff may be required to work on these days. Dates of our public holidays and other University closure days can be found on our [Academic Year Key Dates](#) web page.

If you're required to work on a public holiday or University closure day, **as part of your normal weekly contractual hours**, you'll be paid or given TOIL at the rates set out below.

Grade	Payment and TOIL Options
Grades 1-5	<p><b>Option 1: Double Time Pay</b></p> <ul style="list-style-type: none"> <li>You'll receive double your hourly rate for the hours worked. This means you'll get your regular pay plus an additional payment at your normal hourly rate.</li> <li>You'll also receive the public holiday/annual leave day back to use at another time.</li> </ul> <p><b>Option 2: Time Off in Lieu (TOIL)</b></p> <ul style="list-style-type: none"> <li>With your manager's agreement, you can take time off in lieu for the additional hours worked instead of receiving extra pay.</li> <li>You'll also receive the public holiday/annual leave day back to use at another time</li> </ul>
Grades 6+	<p>TOIL – one hour TOIL for every hour worked</p> <p>You'll also receive the public holiday/ annual leave back to take at another time</p>

The entitlements outlined above apply to both full-time and part-time staff. Workers on flexible assignment and staff employed on contracts with no defined weekly hours are also entitled to double time pay rates (grades 1-5 only).

We calculate pay rates based on your salary at the time of undertaking the work. All payments are subject to tax and NI deductions.

## 5. Pay Rates for Working Additional Hours

If you're required to work **more than your normal weekly contractual hours**, you'll be paid or given TOIL at the rates set out below.

### Grades 1 – 5:

Additional Hours Worked	Payment and TOIL Options
Additional hours worked <b>up to</b> 35 hours: Monday – Friday	<p>1. Payment at your normal hourly rate (plain/single time)</p> <p>OR</p> <p>2. TOIL on an hour-for-hour basis (1 hour TOIL for every additional hour worked)</p>
Additional hours worked <b>over</b> 35 hours *:	1. Your normal hourly rate x 1.5 (in other words, one and a half times your normal hourly rate or 'time and a half')

Monday – Friday	OR 2. TOIL x 1.5 (1.5 hours TOIL for every additional hour worked)
Additional hours worked: Saturdays	1. Your normal hourly rate x 1.5 (in other words, one and a half times your normal hourly rate or ‘time and a half’) OR 2. TOIL x 1.5 (1.5 hours TOIL for every additional hour worked)
Additional hours worked: Sundays, public holidays, or University closure days	1. Your normal hourly rate x 2 (in other words, twice your normal hourly rate or ‘double time’) OR 2. TOIL x 2 (2 hours TOIL for every additional hour worked)

\* The 35-hours needed to qualify for enhanced pay rates/TOIL includes any periods of leave such as annual leave, sick leave, compassionate leave and so on.

We calculate pay rates based on your salary at the time of undertaking the work. All payments are subject to tax and NI deductions.

Payments for working additional hours are not pensionable, other than if you’re part-time and are a member of the Local Government Pension Scheme, where pay for additional hours worked, up to and including 35 hours, is pensionable.

### Grades 6 and above:

If you work additional hours and are in grade 6 or above, you’ll be eligible to receive:

- One hour TOIL for every additional hour worked.
- you **may** be eligible to receive payment for additional hours at your **normal hourly rate**, in exceptional circumstances. This needs to be approved in advance by the Head of Department. Enhanced rates will not be paid.

If you are taking TOIL, schedule this with your manager as soon as possible.

## 6. Claiming Payment

All claims for additional hours and/or work on a public holiday or University closure day, should be made by completing an [overtime working claim form](#) (staff login required).

Payments are made one month in arrears. For example, if you work on a public holiday in January, you'll receive the additional payment in February's pay.

And remember, if you worked on a public holiday or University closure day **as part of your normal weekly hours**, you'll already have received a normal day's pay for that day in your previous month's salary. So, when you submit a claim for additional payment, you'll only receive a further payment at your normal hourly rate. Taken together the two payments will amount to twice your hourly rate.

You must submit your claim and get it approved by your manager in advance of the [payroll deadline](#) (staff login required), to ensure payment is made at the end of the relevant month.

## 7. Health and Safety

Overtime often takes place at night and may involve lone working or present other challenging situations. If you're a manager, you must assess the risk to lone and out-of-hours staff, prior to work commencing, by completing a risk assessment, in consultation with the team members involved. For further information and guidance go to [Safety, Wellbeing and Resilience](#) (staff login required).

## 8. Stopping Overtime

Overtime is voluntary (unless stated otherwise in your contract of employment) and there is no requirement on the University to offer you additional hours. Where voluntary overtime has been offered, it will be for a limited time only and can be withdrawn at any time.

## 9. Further Information and Support

If you have any queries about this policy, please talk to your manager or contact [Human Resources](#).

## 10. Policy Review

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please refer to our [Policy Review Schedule](#) (staff login required) on our People Hub.