

**UNIVERSITY OF HUDDERSFIELD, ESTATES AND FACILITIES, PROPERTY SERVICES  
SECTION ON CALL PAYMENTS – CHRISTMAS AND NEW YEAR CLOSURE ON CALL  
(from 01/12/2025 – 1 session during Christmas and New Year Closure Periods)**

**PLEASE PAY ON CALL ALLOWANCE OF £100.00 PER SESSION**

<b>From:</b>		<b>Sessions:</b>	
<b>To:</b>		<b>Payment:</b>	
<b>Trade:</b>			
<b>Name:</b>			
<b>Payroll No:</b>			

**PLEASE PAY OVERTIME PAYMENTS – CHRISTMAS AND NEW YEAR  
CLOSURE ON CALL**

Time format **00:00** must be used in **From and To** boxes

Day	Date	Reason for Claim	From Hrs Min	To Hrs Min	Total Claimed
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					
				<b>TOTAL</b>	

**I certify that the hours stated above are in addition to my normal weekly hours and have been worked part of the above on call sessions by me.**

<b>Signed:</b>		<b>Date:</b>	
<b>Authorised:</b>		<b>Date:</b>	
<b>Name: (Please Print)</b>		<b>Ext No:</b>	
<b>Cost Centre: (if different from standard salary)</b>			

<b>Office use only:</b>	<b>Pln:</b>	<b>T/H:</b>	<b>Dbf:</b>
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