

# Overtime Approval Procedure

1. A ban on the general use of overtime was implemented from 1 January 2011.
2. Where overtime is being used to cover vacancies this should immediately stop. Where vacancies need to be filled they must be approved through normal post monitoring processes and a monitoring form should be submitted. Any need to cover posts on an interim basis through the use of overtime must be requested under monitoring. Non contractual overtime must not be worked without central prior approval.
3. Where overtime is required to cover short term peaks in work load and/or one off events, Managers should complete the form '[Request for Overtime Approval](#)'. Such requests should be submitted well in advance of requirements and be considered as part of the monitoring process. Non contractual overtime must not be worked without central prior approval.
4. Where overtime is required to cover short term emergencies e.g. absence of a key employee at critical time, Managers should complete the form 'Request for Overtime Approval' which will be considered immediately if emergency conditions apply. However, it is expected that managers will take full responsibility for forward workload management planning. In consequence such emergency situations should be extremely rare. Non contractual overtime must not be worked without central prior approval.
5. If overtime is approved the manager will be contacted and they may then authorise green claim forms and submit to payroll. Any overtime claims submitted without prior approval will not be processed.