

Procedure for Requesting Overtime Work

Since overtime work entails additional compensation, it must be pre-approved by the appropriate head of the department.

When requesting overtime work, the Department Head should follow the steps mentioned below:

1. Get an oral agreement from the employee for his/her availability for overtime work,
2. Complete the Overtime Request Form via the 1C DocFlow system at least three days in advance or an order for overtime work to be issued (at least one day prior to the effective date),
3. Following the actual work, the Department Head submits the completed monthly absenteeism form indicating the actual overtime hours worked to Financial Services department to arrange the payment for overtime work.

The amount of overtime worked by an Employee is determined on a daily basis.

The compensation for overtime is computed on a monthly basis in conjunction with the AUA's payroll cycle.

Compensation for overtime work will be charged to the budget of the corresponding department.