



OVERTIME DEPARTMENTAL SCHEDULE

Administrative Employees (S employee number)
Workweek = Monday to Friday

Administrative Employees	Overtime Period	IT (hours worked times)	Engineering (hours worked times)	Centurion (hours worked times)
Earning under the annual limit	Normal overtime (during the week)	x 1.5	x 1.5	x 1.5
	Saturday Work	x 1.5	x 1.5	x 1.5
	Sunday Work	x 2	x 2	x 2
	Public Holiday (during the week)	x 1	x 1	x 1
	Public Holiday (over a weekend)	x 2	x 2	x 2
Earning more than the annual limit	Normal overtime (during the week)	x 1	x 1	x 1
	Saturday Work	x 1	x 1	x 1
	Sunday Work	x 1.5	x 1.5	x 1.5
	Public Holiday (during the week)	x 0.5	x 0.5	x 0.5
	Public Holiday (over a weekend)	x 1.5	x 1.5	x 1.5
All	Stand-by Allowance	R800.00 per week	Fixed R800.00 per week	NONE
Limits			Normal overtime of more than 40 hours is time off. Only 40 hours are payable.	