



## **BIRMINGHAM CITY UNIVERSITY ACADEMIES TRUST**

### **OVERTIME**

1. Overtime working is not encouraged but may be necessary from time to time.
2. Managers may, at their discretion, approve an arrangement involving time off in lieu of overtime worked. In such cases the time off in lieu will be on the basis of one hour off for one hour worked. Unless otherwise mutually agreed, the time off should normally be taken within two weeks of overtime being worked.
3. Payment for overtime will be made only in exceptional cases and with the prior approval of the Budget Holder and Principal in each academy. Payment must be managed within the Academy's normal budget allocations. Rates of overtime payments differ according to the relevant contract of employment. Overtime payments will not normally be made to staff on Senior Leadership grades and above.

Owner of Policy	Human Resources
Legislation Status (Statutory / Non-Statutory)	Non-Statutory
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