



FORM OVERTIME

Name : _____

Section of organization : _____

Regular working hours (please specify from ... to ... hours.)					
	Monday	Tuesday	Wednesday	Thursday	Friday
Even weeks					
Odd weeks					

Overtime is the number of hours exceeding the maximum fulltime workweek (40 hours), the number of hours worked on Saturdays, Sundays or official Holidays, as well as the number of hours between 18.00 and 07.00 hours.

Hours up to the maximum fulltime workweek (40 hours) will be considered additional worktime.

The extra work hours will be in principle remunerated with extra leave. In exceptional cases and motivated by the employee the personnel officer can decide that the hours overtime should be paid as salary (Cao-OI, article 3.10).

Extra work hours					
Week number	Day	Date	Time from - to hour	Break* from - to hour	Motivation

* Under the Working Hours Act, employees must take a minimum rest break of 30 minutes after working continuously for 5.5 hours.

Date : ___ - ___ - _____ Employee's signature : _____

Processing approval personnel officer / team leader:

Date : ___ - ___ - _____ Signature : _____

Verwerking P&O / Salarisadministratie

registratienummer	: _____	aantal uren bijgeboekt	: _____
deeltijdpercentage	: _____	invoer P&O d.d. / paraaf	: _____
meerwerk	: _____	controle P&O d.d. / paraaf	: _____
overwerk 0%	: _____		
ma-vr 18.00-07.00 uur 50%	: _____	invoer SA d.d. / paraaf	: _____
za-zo-feestdagen 100%	: _____	controle SA d.d. / paraaf	: _____