

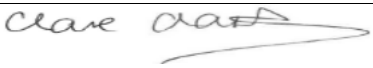


'Christ at the centre, children at the heart'

Our Lady of Walsingham Catholic MAT Company No:

08444133

Registered Office: Fordham Road, Newmarket, Suffolk, CB8 7AA

Approved by the Trust Board:	March 2026
Signed by Trust CEO:	
Review Date:	March 2029

ADDITIONAL HOURS POLICY

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Background

This policy provides guidance where employees of Our Lady of Walsingham CMAT (the MAT) may be eligible for additional payment and applies to all employees covered by the National Agreement on Pay and Conditions of Service (Green Book) i.e. all support staff in all the schools within the MAT. The Directors welcomes the development of this issue as it recognises that work life balance is a central ethos of the Academy.

Responsibility

The Headteacher has overall responsibility for monitoring and controlling all non-standard payments and ensuring that each school can afford them.

On a day-to-day basis, the decision whether additional payments (overtime) are to be made is delegated to the Headteacher, who may further delegate to a School Business Manager.

Definition

Overtime is time worked by an employee of the MAT that exceeds the contracted hours of the employee's regular daily schedule. Full time and part time staff are eligible for overtime payments. The Directors have adopted Suffolk County Council's terms and conditions for eligibility of overtime and additional hour payments (pay award pending).

Policy

Overtime shall be assessed by the department head/line manager in response to essential operational needs of the department or whole school. Overtime by employees must be approved in advance. An employee is expected to seek advance approval for overtime work from their department head/line manager and to report overtime worked on a monthly basis using the appropriate form. The agreement must also be agreed by the school business manager or Headteacher.

The school will only issue mandatory overtime requests when qualified volunteers are not available. Extra time worked by staff will not be taken for granted and expected every week.

Time off in lieu arrangements

The MAT does not operate an overtime budget and wherever possible an agreement to accrue compensatory time off (time off in lieu – TOIL) should be arranged. TOIL agreed or flexi-time arrangements will be on a time for time basis. For example, one hour TOIL/Flexitime against one hour worked. Additional time will not be given for different shift patterns – weekend or evening work.

An employee should not accrue more than 5 days equivalent TOIL at any one time (37 hours). This is because the MAT recognises that frequent overtime can affect the wellbeing of an employee and increase the risk of injury, heart disease, stress and depression.

TOIL should be taken within 6 months or the employee will forfeit the right to take the time. The MAT will operate two 6-month periods for this purpose: September to February and March to August. The carrying forward of any TOIL into either period can only be agreed by the Headteacher via a written application.

Paid overtime

If it has not been possible to arrange TOIL, an agreement may be made for an employee to receive additional pay. No payment will be made without prior approval from the department head/line manager to the employee. Requests for paid overtime will be confirmed to the employee by e-mail by the Headteacher or school business manager before the over time is worked.

Non-standard working patterns & Anti-social additional hours worked

The Directors agree to pay additional hours worked between 22.00 hours and 07.00 at double time (min 1 hour) in recognition of the disruption caused to the employee in situations where the employee is compelled to undertake an extra duty during these times, such as a caretaker being called out to attend school in an emergency.

This does not apply to voluntary situations agreed in advance, such as when an employee may agree to accompany a residential or educational school trip.

If work carried out as overtime is to be paid from a different cost centre from that normally used for the individual e.g. work for another school, the cost centre to be charged must be clearly marked on the overtime form and the budget holder or Headteacher should be notified.

Procedures

Claims for overtime payment must be made on the correct form by the individual who has completed the work at the end of the calendar month in which the work is done (returns required by 19th monthly at the present). The claim form must be signed by the department head/line manager who agreed the original request and then countersigned by the Headteacher or school business manager of the school before forwarding to the School Business Manager who will notify pay roll services.

TOIL agreements must also be completed on the overtime form but should be clearly marked 'TOIL' arrangement and NOT submitted to pay roll services. These should be forwarded to the department head/line manager who agreed the original request for signing. The department head/line manager should then maintain a record of the time accrued and ensure that the employee takes any TOIL in accordance with the procedures above.

