UNIVERSITY OF THE WEST INDIES (MONA)

OVERTIME FOR UNIONIZED NON-ACADEMIC STAFF

DEPARTMENT:

PERIOD ENDING:

EMPLOYEE'S NO.	EMPLOYEE'S NAME	DATE	FROM	ТО	REGULAR TIME	TIME & HALF	DOUBLE TIME	ACCOUNT TO BE CHARGED	REMARKS

NOTES:	(1) (2) (3)	Public Holidays – Regular Time Normal Working day – Time & Half First Day Off – Time & Half	Prepared by:
	(4) (5)	Second Day Off – Double Time The four time above should be expressed to two decimal places, e.g. 1½ hours should be written as 1.5 hours	Checked by:
	(6)	Grand totals must also be written in each of the three columns relating to the number of hours worked	Approved by:
	(7)	Remarks column to indicate public holidays, etc.	