

# Overtime

July 2023

## **Introduction**

Houghton & Wyton Pre School recognises the need for overtime within the pre-school setting. The aim of this policy is to outline what can be recorded as overtime, how overtime should be recorded and how overtime can be paid to our employees.

## **Weeks and Hours of Work:**

All employees of Houghton and Wyton Pre-school are paid on a monthly basis on the 26<sup>th</sup> of each month. Where the 26<sup>th</sup> of the month falls on a public holiday or over the weekend, your salary will be paid the last working day before the 26<sup>th</sup> of the month.

Salary is calculated on the following terms: # of hours per week x hourly rate x 43.6 weeks / 12. This will give you a monthly salary pro-rata over the year. 43.6 weeks is inclusive of 38 working weeks and 5.6 weeks holiday (including bank holidays).

## **When Overtime may need to be taken:**

The following is a list of overtime reasons (this is not an exhaustive list and the Pre-School recognises that there may also be reasons that fall outside of this list, these should be discussed with the Pre-school Manager)

Professional Development Days (09:00 – 15:00)

- Staff training that falls outside of your normal working days
- Open mornings (maximum of 3 hours per open morning)
- Staff meetings (maximum of 2 hours per meeting)
- Parent meetings (30mins per parent meeting; if you anticipate needing more time you need to discuss this with the Pre-school Manager beforehand)
- Covering sickness or absence
- Home visits carried out during holidays or weekends, if this meets the need of the child (for example where additional needs may mean the child has regular contact with the pre-school during holiday times) (maximum of 1 hour per home visit)
- Additional hours worked above and beyond those outlined in your contract (as discussed with the Pre-school Manager)

As all keyworkers have an hour of admin allocated per week; admin is no longer claimable unless it has been prearranged with the Pre-school Manager.

## **Claiming Overtime:**

Overtime must be recorded and signed off by the Pre-school Manager and the Treasurer. Overtime can be taken in one of two ways.

1. Paid as additional hours at your standard hourly rate (to take effect in the current months' pay overtime must be submitted on the 22<sup>nd</sup> of the month to be paid that same month.
2. Time taken in Lieu. If choosing this option, then the time to be taken must be agreed in advance with the Pre-school Manager and can be refused if it is seen to compromise the needs of the pre-school (affecting staff ratios etc.)

When an employee has recorded 20 hours of overtime a further discussion will need to take place with your manager about how this will be claimed and either logged for overtime or booked off. Ideally **No employee will have more than 20 hours of overtime to be taken as time back in lieu at one time.** If an employee reaches 20 hours of logged overtime it would be encouraged by the Pre-school Manager and Management Committee to take at least some of this overtime as paid.

We would also encourage that there is no overtime outstanding at the end of the academic year and that any overtime accrued within an academic year is taken as time off or paid within the year.

*To meet the needs of the pre-school, our children and our employees it would be detrimental for any member of staff to log overtime and request for example 'a whole week off' which is why the ideal cap of 20 hours has been introduced. We recognise that there may be individual cases for example a special holiday or honeymoon where staff may request to take time off in term time and therefore, we would like to emphasise that individual cases CAN and SHOULD always be discussed with the Pre-school Manager. We will always aim to meet requirements where we can and offer employees any flexibility they require at all times.*

*This policy was adopted at a meeting of **HOUGHTON & WYTON PRE-SCHOOL PLAYGROUP***

*To be reviewed as required.*

*Signed on behalf of the Parent Management Committee:*



*Name of Signatory: **CLAIRE ANDERSON***

*Role of Signatory: **CHAIRPERSON***