

Brookfield

Waking night is 10 hours 21:45- 7:45

| <u>Shift worked</u> | <u>Tab to claim under</u> | <u>Comments</u> | <u>examples</u> |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Basic overtime up to 37 hours | Overtime (Standard) | Standard overtime – Monday to Friday up to 37 hours overtime at basic Over 37 hours time and half Monday – to Friday | i.e. If contracted to 35 hours and work 7-hour extra shift claim 2 hours at basic, 5 hours at time and half. |
| Time and half overtime over 37 hours | Overtime (Standard) | Over 37 hours time and half Monday – to Friday | i.e. If contracted to 35 hours and work 7-hour extra shift claim 2 hours at basic, 5 hours at time and half. |
| Weekend overtime | Overtime (standard) | Saturday work is time and half Sunday work is double time | Claim all hours worked on Saturday under overtime standard - select time and half from drop down menu. Claim all hours worked on Sunday under overtime standard – select double time from drop down menu. |
| Waking Nights Overtime 21:45- 7:45 | Waking nights up to 37 hours Waking nights over 37 hours Waking nights Time and half Waking nights double time | Monday to Friday basic up to 37 hours any hours into a Saturday is time and half Any hours in a Sunday is double | i.e. If contracted to 30 hours waking nights, and work extra waking nights shift during the week, claim 7 hours at basic up to 37 hours tab under waking nights and 3 hours at time and a |

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| | | | <p>third plus time and half waking nights (1.83)</p> <p>i.e. If contracted to 30 hours waking nights through the week and did overtime waking night on weekend any hours worked into Saturday time and half and double to Sunday</p> <p><u>i.e. Friday to Saturday waking night;</u> Claim 2 hours 15 minutes on waking nights up to 37 hours. Claim 7 hours 45 minutes at time and half.</p> <p><u>i.e. Saturday to Sunday Waking Night;</u> Claim 2 hours 15 minutes on waking nights at time and half. Claim 7 hours 45 minutes at double time.</p> <p><u>i.e. Sunday to Monday;</u> Claim 2 hours 15 minutes on waking nights at double time. Claim 7 hours 45 minutes at basic.</p> |
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| <p>Waking Nights Bank holiday overtime</p> | <p>Waking nights bank holiday</p> | <p>Any hours worked into the bank holiday to be claimed at double time</p> | <p><u>i.e. Sunday to bank hol Monday</u> Claim 2 hours 15 minutes on waking nights at double time. Claim 7 hours 45 minutes at waking night bank holiday</p> <p><u>i.e. Friday bank hol to Saturday</u> Claim 2 hours 15 minutes on waking nights bank holiday. Claim 7 hours 45 minutes at waking nights time and half</p> <p><u>i.e. Thursday to Friday bank hol</u> Claim 2 hours 15 minutes on waking nights at double time. Claim 7 hours 45 minutes at bank holiday</p> <p><u>i.e. Bank hol Monday to Tuesday</u> Claim 2 hours 15 minutes on waking nights bank holiday. Claim 7 hours 45 minutes at waking nights time and half</p> |
| <p>Waking Nights Bank holiday Contractual</p> | <p>Enhancements bank holiday</p> | <p>if contracted to work and it is a bank holiday please claim enhancements, see examples.</p> | <p><u>i.e. Sunday to bank hol Monday</u> Claim 7 hours 45 minutes at enhancements waking nights bank holiday</p> <p><u>i.e. Friday bank hol to Saturday</u> Claim 2 hours 15 minutes on</p> |

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| | | | <p>enhancements waking night bank holiday.</p> <p><u>i.e. Thursday to Friday bank hol</u> Claim 7 hours 45 minutes at enhancements waking nights bank holiday</p> <p><u>i.e. Bank hol Monday to Tuesday</u> Claim 2 hours 15 minutes on enhancements waking nights bank holiday.</p> |
| Bank holidays contractual | | Claim enhancements for hours worked | |
| Overtime bank holiday | Overtime (Standard) | Paid at double time select double time from drop down | |
| <p>Assistant managers / domestic capped SCP 22 Overtime at basic up to 37 hours</p> <p>Sleep ins overtime to be claimed as one unit per sleep in all overtime capped at point 22</p> | | Anything over 37 hours time and half Monday to Sunday | |
| <p>Assistant managers / domestic capped SCP 22 Bank holidays</p> | | Bank holidays paid at double under overtime standard if overtime Bank holidays paid at double under enhancements | |
| <p>Assistant managers / domestic capped SCP 22 Sleep ins</p> | | Claim 1 unit per night – disturbed sleep in anything up to 37 is overtime at basic and anything over is time and half- first half hour to be deducted. | |

Cut off dates

| Month paying | Paid from date | Paid to date | If authorised before 11 th of the current month paying |
|----------------|----------------|--------------|-------------------------------------------------------------------|
| June 2024 | 05/05/2024 | 08/06/2024 | 11/06/2024 |
| July 2024 | 09/06/2024 | 06/07/2024 | 11/07/2024 |
| August 2024 | 07/07/2024 | 10/08/2024 | 11/08/2024 |
| September 2024 | 11/08/2024 | 07/09/2024 | 11/09/2024 |
| October 2024 | 08/09/2024 | 05/10/2024 | 11/10/2024 |
| November 2024 | 06/10/2024 | 09/11/2024 | 11/11/2024 |
| December 2024 | 10/11/2024 | 07/12/2024 | 11/12/2024 |
| January 2025 | 08/12/2024 | 04/01/2025 | 11/01/2025 |
| February 2025 | 05/01/2025 | 08/02/2025 | 11/02/2025 |
| March 2025 | 09/02/2025 | 08/03/2025 | 11/03/2025 |
| April 2025 | 09/03/2025 | 05/04/2025 | 11/04/2025 |
| May 2025 | 06/04/2025 | 10/05/2025 | 11/05/2025 |
| June 2025 | 11/05/2025 | 07/06/2025 | 11/06/2025 |
| July 2025 | 08/06/2025 | 05/07/2025 | 11/07/2025 |