

Brookfield Resource Centre Overtime Guidance

Shift worked	Tab to claim under	Comments	Examples
Basic overtime (up to 37 hours)	Overtime (Standard)	Standard overtime – Monday to Friday (up to 37 hours) overtime, paid at basic rate.	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 overtime, claim time and a 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 21:45pm - 7:45am	Waking nights up to 37 hours Waking nights over 37 hours Waking nights Time and half Waking nights double time	Hours claimed Monday to Friday should be claimed at basic (up to 37 hours). Any hours on a Saturday should be claimed at time and a half Any hours on a Sunday should be claimed at 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 third plus time and half waking nights (1.83)

			<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>
Waking Nights Bank holiday overtime	Waking nights bank holiday	Any hours worked into the bank holiday to be claimed at double time	<p><u>i.e. Sunday to bank hol Monday</u> Claim 2 hours 15 minutes on waking nights at double time.</p>

			<p>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>
Waking Nights Bank holiday Contractual	Enhancements bank holiday	If you are contracted to work and it is a bank holiday please claim enhancements, see examples.	<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 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)	Any Bank Holidays worked as Overtime should be claimed as double time, by selecting Overtime at double within the Overtime (Standard) tab.	
<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>		<p>Overtime hours (up to 37) should be claimed at basic. All hours over 37 hours should be claimed at time and half.</p>	<p>i.e. If contracted to 35 hours and work 7-hour extra shift claim 2 hours at basic, 5 hours at time and half.</p>
<p>Assistant managers / domestic capped SCP 22 Bank holidays</p>		<p>If a bank holiday is worked as Overtime it should be claimed as double via the Overtime (standard) tab. If you are contracted to work a Bak Holiday you should claim your Bank Holiday via the Enhancements tab.</p>	
<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.	
--	--	--	--