



UNITED ARAB EMIRATES UNIVERSITY

Section: HR-STA
Procedure Number: 08-01
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Responsible Office: Human Resources

Overtime/Additional Duties

Major Procedural Changes in This Release

New procedure.

Procedure

Employees in grade 6, 7, 8, 9, 10, and monthly lump sum employees are eligible for overtime payment in the form of time off or in exceptional cases with overtime payment.

- Employees must have prior approval for overtime from the Dean/Director except in cases of emergency and complete the overtime/additional claims form FIN. 001. Payments for overtime cannot exceed a total of two months salary per annum.
- To be eligible for overtime payment or time off in lieu, the employee must have completed a full working week.
- The Dean/Director approves the overtime form and it is submitted to the Payroll office for payment.
- Overtime pay must come from the Chapter I budget of the College/Directorate.
- The University supports and recognizes that compensating time off is the preferred method of dealing with overtime, and will be controlled and managed by the College/Directorate. Overtime will be charged against the requesting College/Directorate as approved by each Division.
- Payment for overtime will be made through the payroll system.

- Overtime on the employee's weekend will be calculated at the employee's hourly rate calculated from the adjusted salary. The minimum hours of payment for work on the weekends will be 4 (four) hours after which the employees will be paid for all additional hours worked in excess of four.
- Overtime on Official declared UAE holidays will be paid at the rate of double the hourly rate calculated from the adjusted salary. The minimum hours of payment for work performed on official holidays will be 4 (four) hours after which the employee will be paid for all additional hours worked in excess of four.
- Emergency call out of employees will qualify for overtime payment at the rate of one time adjusted salary during normal work days and the appropriate rate for weekends and holidays. The minimum hours of payment for call out during normal work days will be two hours.