



health

Department of Health
NORTHERN CAPE

Policy on Overtime, Night duty and Standby Allowance

Version control

Version : V01
Publishing Date : March 2014
Review Date : After 3 years but not later than 5 years after the publishing date
Responsible Manager : Director for Human Resources Management

Approved by

Head of Department

Ms GE Matlaopane

Date 26/03/14

Contents

Policy Aim	3
Policy Scope	3
Policy Statement	3
Roles and Responsibilities	8
Review and Distribution	8
Acknowledgement and Sources	8

Policy Aim

1. The aim of this policy is to regulate the payment of overtime, standby and night duty allowance.

Policy Scope

2. This policy applies to all employees of Northern Cape Department of Health, excluding SMS members.

Policy Statement

3. It is the policy of the Northern Cape Department of Health that it shall remunerate:

3.1. Overtime duty

3.1.1. Remunerated overtime duty is to compensate employees (excluding employees in the management echelon) for additional duties, which they perform in specific circumstances in excess of their normal working hours by order of the Head of Department. The department may provide compensation through time off or additional pay.

3.2. Conditions

- 3.2.1. Only duty in excess of the prescribed hours of attendance authorized by the Head of Department may be considered for overtime remuneration.
- 3.2.2. Duty performed by an employee during a period of leave is not considered for purposes of the payment of overtime remuneration and leave must be cancelled.
- 3.2.3. When considering overtime duty the head of department will take into account the following:
 - 3.2.3.1. The estimated expenditure of the planned overtime.
 - 3.2.3.2. The circumstances, which necessitated the performance of overtime duty.
 - 3.2.3.3. That the number of hours overtime performed per month does not exceed 30% of an employee's basic salary, and if it did exceed 30% a clear motivation of the circumstances that necessitate it, must be provided.

