

**UNIVERSITY OF HUDDERSFIELD, ESTATES AND FACILITIES, PROPERTY SERVICES
SECTION ON CALL PAYMENTS – CHRISTMAS AND NEW YEAR CLOSURE ON CALL
(from 01/12/2022 – 1 session during Christmas and New Year Closure Periods)**

PLEASE PAY ON CALL ALLOWANCE OF £100.00 PER SESSION

| | | | |
|--------------------|--|------------------|--|
| From: | | Sessions: | |
| To: | | Payment: | |
| Trade: | | | |
| Name: | | | |
| Payroll No: | | | |

**PLEASE PAY OVERTIME PAYMENTS – CHRISTMAS AND NEW YEAR
CLOSURE ON CALL**

Time format **00:00** must be used in **From and To** boxes

| Day | Date | Reason for Claim | From Hrs Min | To Hrs Min | Total Claimed |
|-----|------|------------------|-----------------|---------------|------------------|
| Mon | | | | | |
| Tue | | | | | |
| Wed | | | | | |
| Thu | | | | | |
| Fri | | | | | |
| Sat | | | | | |
| Sun | | | | | |
| | | | | TOTAL | |

I certify that the hours stated above are in addition to my normal weekly hours and have been worked part of the above on call sessions by me.

| | | | |
|---|--|----------------|--|
| Signed: | | Date: | |
| Authorised: | | Date: | |
| Name: (Please Print) | | Ext No: | |
| Cost Centre: (if different from standard salary) | | | |

| | | | |
|-------------------------|-------------|-------------|-------------|
| Office use only: | Pln: | T/H: | Dbl: |
|-------------------------|-------------|-------------|-------------|