

Overtime and Inconvenience Compensation for HK and PROSA Employees

This form is used for payment of overtime as well as inconvenience and weekend allowance for employees employed under the HK or PROSA collective agreement. See the rules on page 2.

The items below must be completed by the employee:

Name:	
Cpr.-no.:	
TIN-no.:	
Position:	

Date: _____

Signature: _____

The items below must be completed by the unit:

Periode for arbejdets udførelse:	
Begrundelse for udbetaling:	
Angiv kategori og antal timer:	<p>Overarbejde (1:1,5)(gælder ikke for studerende) Antal timer:</p> <p>Weekend-tillæg (1:1,5) Antal timer:</p> <p>Ulempegodtgørelse (1:1,25) Antal timer:</p> <p>Husk at vedlægge dokumentation på timerne, det kan eksempelvis være en kopi af flex-skemaet.</p>

Underkonto								
Artskonto	1	8	1	1				
Omk.sted								
Formål								
Projekt								
Analysenr.								
Omk.sted 2								

Dato

Underskrift (Leder/bevillingshaver)

Nedenstående udfyldes af Løn

Overarbejde 1:1,50

Lønkode	Dato:	Timer:	Sats:
6220			0

Ulempe tillæg 1:1,25

Lønkode	Dato:	Timer:	Sats:
6102			0

Weekendgodtgørelse 1:1,50

Lønkode	Dato:	Timer:	Sats:
6104			0

Blanketten sendes til:

- loen@sdu.dk der vedr. udbetaling til fastansatte
- dtap-loen@sdu.dk der vedr. udbetaling til studerende på HK og PROSA overenskomst

Blanketten skal indeholde underskrift fra medarbejder og institut inden den sendes til Løn.

Working Time Rules for Inconvenience and Weekend Allowance

Employment according to the HK and PROSA collective agreements is covered by the state's working hours agreement. This applies to both permanent employees and students.

This means that inconvenience and weekend allowance must be paid in connection with imposed work after 5:00 p.m. on weekdays and work on weekends.

'Imposed' means that the employee must perform the work at the specified time. This could be, for example, if an employee is travelling to work in connection with the Festival of Research, the Christmas party or the Annual University Celebration. Or perhaps one's immediate manager has assigned work to be done outside of normal working hours due to a high volume of tasks.

Please note that the employee receives both inconvenience and weekend allowance on Saturdays, Sundays and public holidays between 12:00 a.m. and 12:00 midnight, as per the last two rows in the overview below.

If, for example, the employee has decided to work after 5 p.m. on weekdays and weekends, it is not considered as being imposed, and in SDU HR's assessment, the employee is not entitled to compensation.

Rates for inconvenience and weekend allowance for HK and PROSA	
Inconvenience allowance on weekdays between 12:00 a.m. and 6:00 a.m.	25% of net hourly wage incl. fixed supplement
Inconvenience allowance on weekdays between 5:00 p.m. and 12:00 midnight	25% of net hourly wage incl. fixed supplement
Inconvenience allowance on Constitution Day (5 June) between 12:00 a.m. and 12:00 midnight	25% of net hourly wage incl. fixed allowance
Inconvenience allowance on Christmas Eve (24 December) between 2:00 p.m. and 12:00 midnight	25% of net hourly wage incl. fixed supplement
Inconvenience allowance on Saturdays, Sundays and public holidays between 12:00 a.m. and 12:00 midnight	25% of net hourly wage incl. fixed supplement
Weekend allowance on Saturdays, Sundays and public holidays between 0:00 a.m. and 12:00 midnight	50% of net hourly wage incl. fixed supplement