



AGREEMENT FOR TIME OFF INSTEAD OF PAYMENT FOR OVERTIME

Employee Details

Employee to complete:

First name	_____	Surname	_____
Position	_____	Employment	<input type="checkbox"/> Part Time <input type="checkbox"/> Casual
Location	_____	Type	<input type="checkbox"/> Full Time

Overtime Worked & TOIL Agreement

The employer and employee agree that the employee may take time off instead of being paid for the following amount of approved and authorised overtime that has been worked by the employee:

Date & Time Overtime Started	_____	<input type="checkbox"/> AM / <input type="checkbox"/> PM
Date & Time Overtime Ended	_____	<input type="checkbox"/> AM / <input type="checkbox"/> PM
Total Overtime Worked	_____	

The employer and employee further agree that:

1. The employer and employee agree that the employee will take time off instead of being paid for all overtime worked under this agreement.
2. Time off must be taken within 6 months of the overtime being worked at a time or times agreed upon by the employee and employer. If time off is not taken within 6 months of it being worked, the employer will pay the employee for the overtime in the next pay period, after these 6 months, at the overtime rate applicable to when the overtime was worked (unless the employer agrees to pay out the accrued overtime earlier).
3. This agreement will remain in place until terminated. The employer or employee may request to terminate this agreement at any time by notice in writing.
4. If this agreement is terminated, the employer will pay the employee for overtime at the rate applicable to the time the overtime was worked. Following the employee's request, the payment must be made in the next pay period.

Employee Signature

Employer Signature

Date Signed

Date Signed

PAYROLL USE ONLY

NAME	DATE PROCESSED	TOIL ACCRUED THIS PAY PERIOD \$
		TOIL BALANCE \$