## On-call duty

UNIVERSITY OF TWENTE.


| DATE | TIME |  |  |  | To be filled in by salary administration please leave blank |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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| TOTAL (hours) | W ANCE |  | $X € 1,52=\ldots \ldots \ldots \ldots \ldots \ldots \ldots \ldots \ldots$ |  |  |  |  |

Did you take your accumulated overtime hours (hours worked) as leave?
If so, please state the number of hours:
hours

## Sign for approval

For approval: administrator/managing director (signature)

Company no. Project no. | Type of |
| :---: |
| expense | expense

## For approval: declarant

(signature)
(date)
(Only to be filled in if the expenses incurred from overtime relate to a different Work-order number than the OFI number included in the staff member's details)
Work-order number:

Please sent this form back to the HR assistant of your department.

