Human Resources

On-call duty

UNIVERSITY OF TWENTE.

Name and initials:……
Staff number:……..

Faculty /
Department:……..

This form is used to determine the on-call duty allowance you are entitled to by virtue of Article 3.27 of the Collective Labour Agreement of Dutch Universities. To calculate the allowance percentage you are to receive, it is necessary to indicate the exact times you were required to be available to perform work if called upon. These hours should be stated in the 'available' column. The 'worked' column should contain the hours of on-call duty during which you had to carry out urgent work.

DATE day/month	TIME from	to	Hours available	Description of activities	Hours worked	To be filled in by salary administration **please leave blank** 125%	150%	200%
TOTAL (hours) ALLOWANCE				X € 1,32 = ……				

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) …… (date)

For approval: declarant

…… (signature) …… (date)

Company no. | **Project no.** | **Type of expense**

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

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