



Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

Central Bank of Ireland

Overtime Regulations for Professional and Administrative Staff

Policy Owner:



Human Resource Division – January 2014



**OVERTIME REGULATIONS FOR CLERICAL AND
PROFESSIONAL STAFF**

*** Note: All overtime must be pre-approved by your Line Manager and received by Payroll for processing within two months of the last date in which the overtime is worked.***

The following grades of staff are covered by these regulations:

Clerical Support

Bank Officer

Senior Bank Officer

Bank Executive

Vault Officer

Bank Professional 3

Regulations:

(a) Overtime Payments Monday through Friday will be

- before 07.30 – 2T
- after 07.30 to 0.00 – 1 ½T

(b) Overtime Payments on Saturday

- before 07.30 – 2T
- 07.30 – 12.00 – 1 ½T
- 12.00 – 0.00 – 2T

(c) Overtime Payments on Sunday

- All hours worked – 2T

(d) Overtime Payments on Public Holidays

- All hours worked – 2T and 1 days annual leave

(e) **Meal Allowances**

- **Tea Allowance: You need to work one hour and take ½ hour break €9.35**
- **Lunch Allowance: You must work a minimum of 3 hours and take ½ hour break. €7.33**
- **Both claimed on overtime forms.**

(f) **Travel Overtime**

- **Same rates less ½ hour on either side of Journey.**



Overtime Claim Forms (on Plaza at Services/Pay, Pensions and Benefits), must be completed in full and approved prior to submission to HR for payment. Overtime must be signed by the immediate supervisor and authorised by the Head of Function, however, in certain limited circumstances, overtime for particular grades may not be signed off by the immediate supervisor, and in such instances the Head of Function will have the ultimate sign off.