



**ST PATRICK'S**  
Technical College

## APPROVED ADDITIONAL HOURS – ESO STAFF

After discussions with your line manager, please complete and ensure this form is submitted within two weeks of working the approved hours, and in particular if you wish to take the hours as TOIL. All hours must be submitted by the end of week 8, term 4 and will be paid in full if it can't be taken within the same year it was accrued.

Applicant's Name \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date     /     /

Please tick – additional hours to be taken as:

☐

**TOIL** (Time off in lieu)

To be taken within 3 months of being accrued.  
Additional leave form will be required.

☐

**PAID**

Will be paid at relevant rates and as per the  
current or amended EA.

Week Ending:     /     /

DAY	DATE	ADD HRS START	ADD HRS FINISH	MEAL BREAK	TOTAL ADDITIONAL HRS
Mon					
Tues					
Wed					
Thurs					
Fri					

Authorised Additional Hours: \_\_\_\_\_

Week Ending:     /     /

DAY	DATE	ADD HRS START	ADD HRS FINISH	MEAL BREAK	TOTAL ADDITIONAL HRS
Mon					
Tues					
Wed					
Thurs					
Fri					

Authorised Additional Hours: \_\_\_\_\_

### OFFICE USE ONLY

APPROVED (Line manager) \_\_\_\_\_ Date     /     /



APPROVED (HFO) \_\_\_\_\_ Date     /     /



NOTED (Payroll) \_\_\_\_\_ Date     /     /

Notes: \_\_\_\_\_

\_\_\_\_\_