

發放逾時工作津貼的原則  
(節錄自薪常會一九八二年十二月  
第 10 號報告書)

*Principles Governing the Payment  
of Overtime  
(from Standing Commission Report  
No. 10, December 1982)*

1. 不論員工定期或不定期逾時工作都應減至最少，並應在無可避免的情況下才進行。
  2. 一般而言，除非不可行，否則逾時工作應以補假作償，補假並應在一段合理時間內放取。
  3. 按照私營機構的做法，薪酬達到某個水平的人員不符合資格領取逾時工作津貼。
  4. 批准逾時工作的權力應賦予沒有資格領取逾時工作的主管級人員。
  5. 不應鼓勵員工就進行短時間的逾時工作作出補償和累積這方面的逾時工作時間。逾時工作必須達到某一起碼規定時間後，方可發放逾時工作津貼。
1. Overtime work, no matter if it is occasional or regularly undertaken, should be kept to the absolute minimum and should only be undertaken when unavoidable.
  2. Overtime work should normally be compensated by time off in lieu unless this is impractical within a reasonable period of time.
  3. Following private sector practices, officers at a certain salary should not be eligible for overtime allowance (OTA).
  4. The authority to approve overtime should be exercised by a responsible officer who is not himself eligible for OTA.
  5. Claims for small periods of overtime and their accumulation should be discouraged. There should also be a minimum specified period during which overtime must be worked before OTA payment should be effected.