

CIRCULAR

TO: All Employees
FROM: Deputy Principal: Corporate Services
DATE: 30 September 2026

SUBJECT: PRIOR APPROVAL REQUIRED FOR THE PERFORMANCE OF OVERTIME

1. PURPOSE

The purpose of this circular is to regulate the performance of overtime by employees of the College and to ensure that overtime is undertaken only where there is a genuine operational requirement and where the necessary approval has been obtained in advance.

The College is committed to ensuring effective utilisation of its human and financial resources and maintaining proper control over expenditure relating to overtime.

2. DIRECTIVE

With immediate effect, **no employee may perform overtime without obtaining prior written approval from the authorised approving authority.**

Employees are therefore prohibited from:

- Working beyond their normal working hours without prior approval;
- Reporting for work on weekends, public holidays or other days outside their normal working schedule without prior approval;
- Remaining at the workplace after normal working hours for purposes of performing work without approved overtime;
- Claiming payment or time off in lieu for overtime that was not authorised in advance; and
- Instructing or permitting another employee to perform overtime without the required approval.

3. PRIOR APPROVAL

All requests for overtime must be submitted and approved **before the overtime is performed.**

The request must clearly indicate:

1. The name and designation of the employee;
2. The department/campus;
3. The operational reason for the overtime;
4. The specific duties or work to be performed;
5. The date(s) on which overtime will be performed;
6. The proposed starting and finishing times;
7. The estimated number of overtime hours;
8. The applicable cost implications; and
9. The relevant approving authority.

Approval must be obtained through the prescribed College process before the employee performs the overtime.

4. RESPONSIBILITY OF MANAGERS AND SUPERVISORS

Managers and supervisors are reminded that they may not instruct, encourage or permit employees to work overtime without obtaining the required approval.

Managers must ensure that:

- Overtime is only requested where operationally necessary;
- Requests are submitted sufficiently in advance;
- Approved overtime is properly monitored;
- Employees do not exceed the approved number of hours; and
- Records of approved overtime are maintained for verification and audit purposes.

Managers will be responsible for ensuring that overtime expenditure remains within the approved budget and applicable financial controls.

5. EMERGENCY OR EXCEPTIONAL CIRCUMSTANCES

Where an unforeseen emergency arises which requires an employee to work beyond normal working hours and it is genuinely impracticable to obtain prior written approval, the matter must be reported to the relevant manager and the appropriate authority **as soon as reasonably practicable**.

The circumstances and work performed must be properly documented and submitted for consideration in accordance with the applicable College procedures.

This provision must not be used to routinely circumvent the requirement for prior approval.

6. CLAIMS FOR UNAUTHORISED OVERTIME

Employees are hereby advised that **overtime performed without the required prior approval may not be recognised for payment or time off in lieu**, subject to the applicable legislation, collective agreements, and conditions of service and College policies.

The submission of an overtime claim does not constitute approval of the overtime.

Accordingly, employees must not assume that overtime will automatically be paid merely because the work was performed.

7. RECORD KEEPING AND VERIFICATION

All approved overtime must be supported by appropriate documentation, including the approved overtime request, attendance records/timesheets and any other supporting documentation required by the College.

The Human Resources and Finance functions may conduct verification of overtime claims against the relevant approvals and attendance records before processing payment.

8. COMPLIANCE

All employees, managers and supervisors are required to comply strictly with this directive.

Any employee who performs overtime without the required approval, or any manager who authorises or permits unauthorised overtime, may be required to account for such conduct and may be dealt with in accordance with the applicable College policies, procedures and conditions of service.

The purpose of this directive is not to prevent employees from attending to legitimate operational requirements, but to ensure that such work is **properly authorised, budgeted for, recorded and managed**.

9. EFFECTIVE DATE

This circular shall take effect **immediately** and be communicated to all employees and managers across all College campuses and support units.

All managers are requested to ensure that this circular is brought to the attention of employees under their supervision.

Your cooperation and strict compliance are appreciated.



Mr LW Mswane
DEPUTY PRINCIPAL: CORPORATE SERVICES

APPROVED BY:



Mr M Bhikisha
COLLEGE PRINCIPAL
Date: 30 September 2026