

OVERTIME WORK AGREEMENT (SAMPLE)

(Applicable when Overtime Work Requested by Employer in Advance
and Agreed by Non-resident Worker)

By prior request from employer _____¹ (office address located at _____² and contact number _____³) to work overtime during period from [day/month/year] to [day/month/year]⁴, I (non-resident worker), _____⁵ (holder of [type of identity document]⁶ no. [XXXXXXX] issued by [issuing authority] on [day/month/year]), hereby agree to work overtime of my own accord during aforesaid period.

Moreover, pursuant to Article 20 of Law No. 21/2009 (Law for the Employment of Non-resident Workers) and Paragraph 2 of Article 37 of Law No. 7/2008 (Labour Relations Law), I acknowledge that I am entitled to receive overtime remuneration as stipulated (i.e. normal remuneration for work performed plus an increase of twenty per cent), after having worked overtime of my own accord.

This agreement shall be made in two original copies, one copy to be held by each party, and becomes valid upon signature of employer and non-resident worker.

Employer or his/her representative:

Non-resident Worker:

Name: _____

Position: _____

(Signature and Stamp)

Date:(day/month/year)

(Signature)

Date:(day/month/year)

¹ Name of employer or company.

² Please indicate employer's correspondence address, office address or address as registered in Application Form for Business Start-up (Declaração de início de actividade).

³ Contact number of employer.

⁴ Although cut-off for period of overtime work undertaken by non-resident worker of his/her own accord is not specified in the subsidiary regime, Law No. 7/2008 (Labour Relations Law), as specified in Article 20 of Law No. 21/2009 (Law for the Employment of Non-Resident Workers), Labour Affairs Bureau suggests period may be calculated from this payroll day until next payroll day (i.e. one payroll cycle), in order to protect both employer and non-resident worker and to reduce administrative procedures of employer.

⁵ Name of non-resident worker.

⁶ Passport, other travel document or Non-resident Worker's Identification Card.