

OVERTIME WORK AGREEMENT (SAMPLE)

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

On initiative of non-resident worker _____¹ (holder of [type of identity document]² no. [XXXXXX] issued by [issuing authority] on [day/month/year]) to work overtime during period from [day/month/year] to [day/month/year]³, employer _____⁴ (office address located at _____⁵ and contact number _____⁶) hereby consents to non-resident worker's working overtime of his/her 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), employer acknowledges aforesaid non-resident worker, having worked overtime of his/her own accord, is entitled to obtain overtime remuneration as stipulated (i.e. normal remuneration for work performed plus an increase of twenty per cent).

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 non-resident worker.

² Passport, other travel document or Non-resident Worker's Identification Card.

³ Although cut-off for period of non-resident worker's voluntary work on weekly rest day 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.

⁴ Name of employer or company.

⁵ Please indicate employer's correspondence address, office address or address as registered in Application Form for Business Start-up (Declaração de início de actividade).

⁶ Contact number of employer.