

Overtime Work Agreement (Sample)

(Applicable when Overtime Work Requested by Employer in Advance and Agreed by Employee)

By prior request from employer _____¹(Office Address: _____²) to work overtime during period from _____ (day/month/year) to _____ (day/month/year)³, I (employee), _____⁴ (Holder of Macao I.D. Card No. _____), hereby agree to work overtime of my own accord during aforesaid period.

Moreover, pursuant to 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 employee.

Employer or his/her representative:

Name _____

Position _____

Employee:

(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 Although cut-off for period of overtime work undertaken by employee of his/her own accord is not specified in Law No. 7/2008 (Labour Relations Law), 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 employee and to reduce administrative procedures of employer.

⁴ Name of employee.