

Overtime Work Agreement (Sample)

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

On initiative of employee _____¹ (Holder of Macao I.D. Card No. _____) to work overtime during period from _____ (day/month/year) to _____ (day/month/year)², employer _____³ (Office Address: _____⁴) hereby consents to employee's working overtime of his/her own accord during aforesaid period.

Moreover, pursuant to paragraph 2 of Article 37 of Law No. 7/2008 (Labour Relations Law), employer acknowledges aforesaid employee, 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 employee.

Employer or his/her representative:
Name _____
Position _____

Employee:

(Signature)
Date: _____
(day/month/year)

(Signature and Stamp)
Date: _____
(day/month/year)

¹ Name of employee.

² 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.

³ Name of employer or company.

⁴ Please indicate employer's correspondence address, office address or address as registered in Application Form for Business Start-up (Declaração de início de actividade).