

**Biodiversity Conservation Division**  
**Points to note for overtime work**

**Compensation for overtime work**

1. Overtime work to be compensated by time-off in lieu includes assistance in biodiversity field surveys or other operations of the Biodiversity Conservation Division (the Division) approved by SConO/B or ConO/Bs of the Division that happens outside office hours.
2. Overtime work will be compensated by time-off in lieu (TO), and TO is granted on one-for-one basis.
3. Office-to-office travel (e.g. from Headquarters to field site and vice versa) that is required due to overtime work can be compensated by TO, but home-to-office travel or vice versa cannot.
4. A minimum of **half an hour (30 minutes)** of overtime work must be performed before overtime hours are to be recorded. Overtime work beyond the first half hour and is not complete half-hours should also be recorded.

**On taking TO**

5. Proper records of overtime work performed should be made using the format indicated in **Appendix I**. Records of overtime work should be endorsed regularly by their immediate supervisors.
6. The minimum period of TO to be taken each time is one hour (60 minutes). TO in addition to the minimum period can be taken on a half-hourly (30 minutes) basis.
7. Staff should take TO preferably before he/she takes his/her earned leave.

**Accumulation of overtime work**

8. In general, an officer may be asked to work a maximum of **60 hours** of uncompensated overtime **in a month**, and accumulate a maximum of **180 hours** of uncompensated overtime at any time, unless otherwise specified.
9. TO that is accumulated by an officer in this Division should preferably be cleared before the officer is transferred to another posting.

**Local subsistence allowance (For civil servant staff only)**

10. Local subsistence allowance can be claimed after continuous work away from his/her place of residence for 12 hours or more within a 24 hour period at the rate stated at CSR712 Annex 4.11.
11. Staff is allowed to claim **not more than 10 times** of subsistence allowance in a named calendar month. If an officer is directed to be on such duty for more than 10 times in any named calendar month, the subsistence allowance payable for the 11th and succeeding occasions in that month will be 50% of the appropriate CSR 712(1) rate.
12. Local subsistence allowance is not applicable to NCSC and PRSC staff.

**Overtime work in relation to duty visit/overseas training**

13. TO should not be claimed for the time of travelling to overseas countries in weekends/public holidays due to duty visit /overseas training.
14. TO should not be claimed for meetings/work outside office hours in weekends/public holidays during duty visit/overseas training.

**Biodiversity Conservation Division****September 2017**

### **Record of overtime work and time-off in lieu**

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<sup>1</sup> **FOI(Bio)1** shall keep a master record for: FOI(Bio)1, FOI(Bio)3, FOI(Bio)5, FOI(Bio)7, FOI(Bio)9, FOI(Bio)11, FOI(Bio)13, FO(ES)1, FO(ES)3, FA(Bio)3, FA(Bio)4; **FOI(Bio)2** shall keep a master record for FOI(Bio)2, FOI(Bio)4, FOI(Bio)6, FOI(Bio)8, FOI(Bio)10, FOI(Bio)12, FO(ES)2; updates will be made based on the latest situation.