

Department of Mechanical Engineering, The University of Hong Kong
Records of Overtime work of Technical Staff for Academic/Administrative Activities

Name & Signature
of Technical Staff: _____

Date of submission
(dd/mm/yy) : _____

Give a tick to the appropriate box

- OT conducted from 16 December to 15 June, the submission deadline is the fifth working day following 15 June.
- OT conducted from 16 June to 15 December, the submission deadline is the fifth working day following 15 December.

Date/No. of hours	OT work details (provide course code, if applicable)	Teacher-in-charge	Teacher's Signature	Date of Leave Compensation*

* Not to be completed by the submitting technical staff.