**Department of Mechanical Engineering, The University of Hong Kong**

**Records of Overtime work of Technical Staff for Academic/Administrative Activities**

Name & Signature Date of submission

of Technical Staff: (yyyy/mm/dd) :

Give a tick to the appropriate box □

□ OT conducted from 16 December to 15 June, the submission deadline is the first working day in July.

□ OT conducted from 16 June to 15 December, the submission deadline is the first working day in January.

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| --- | --- | --- | --- | --- |
| Date/No. of hours | OT work details (yyyy/mm/dd, time; provide course code, if applicable)  | Teacher-in-charge | Teacher’s Signature | Date of Leave Compensation\* |
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\* Not to be completed by the submitting technical staff.

Relevant information: <https://www.mech.hku.hk/igtechleave> and <http://me.hku.hk/eform/igtechotrec.pdf>. *Last updated in Jan 2021*