

Overtime, Penalty Rates and Allowances

Use this worksheet after reading the lesson to practise the key ideas and prove you can meet the success criteria.

Name _____
Date _____
Class _____

1. Key Ideas

Calculate total pay when extra rates apply, including time-and-a-half, double time, mixed penalty periods, and allowances.

- The multipliers for time-and-a-half (1.5), double time (2.0) and double time and a half (2.5)
- Why normal and overtime hours must be calculated separately before adding

2. Success Criteria

By the end, you should be able to:

- The multipliers for time-and-a-half (1.5), double time (2.0) and double time and a half (2.5)
- That allowances are added on top of base pay — not subject to overtime multipliers
- The formula: gross pay = base pay + overtime + allowances

3. Key Terms

Overtime

Hours worked beyond normal working hours, paid at higher rates.

Penalty Rate

A higher pay rate for working unsociable hours (evenings, weekends, public holidays).

Allowance

Additional payment for specific conditions (travel, uniform, tools, etc.).

Time-and-a-Half

1.5 times the normal hourly rate, commonly for the first 2-3 hours of overtime.

Double Time

2 times the normal hourly rate, commonly for overtime beyond the first few hours.

4. Activity: Build the Lesson Map

Use the lesson to complete the table. Keep answers brief but specific.

Prompt	Your answer
Main concept	
Important example	
Common mistake to avoid	
How this links to the next lesson	

5. Short Answer Questions

1. Explain this lesson goal in your own words: "The multipliers for time-and-a-half (1.5), double time (2.0) and double time and a half (2.5)". Use one specific example from the lesson.

BAND 3 **2 MARKS**

2. Apply this idea to a new example: "That allowances are added on top of base pay — not subject to overtime multipliers". Show your reasoning clearly.

BAND 4 **3 MARKS**

3. Analyse why this idea matters for understanding Overtime, Penalty Rates and Allowances: "The formula: gross pay = base pay + overtime + allowances".

BAND 5 **4 MARKS**

6. Extend: Apply the Idea

BAND 5/6

5 MARKS

A student gives a memorised answer about Overtime, Penalty Rates and Allowances but does not use evidence or reasoning.

Improve the answer by writing a stronger response that uses accurate terminology, a relevant example and a clear explanation.

7. Multiple Choice

1. What is the best first step when answering a question about Overtime, Penalty Rates and Allowances?

- A. Identify the key concept being tested
- B. Write every fact from memory
- C. Ignore the command word
- D. Skip examples and evidence

2. Which answer would show stronger understanding of Overtime, Penalty Rates and Allowances?

- A. An answer with accurate terms and reasoning
- B. A copied definition only
- C. A single-word response
- D. An answer with no example

3. What should you do if a question asks you to explain?

- A. Link the idea to a reason or cause
- B. List unrelated facts
- C. Only draw a diagram
- D. Write the shortest possible answer

8. Success Criteria Proof

Finish with evidence that you can do each success criterion.

SUCCESS CRITERION 1

Prove that you can: The multipliers for time-and-a-half (1.5), double time (2.0) and double time and a half (2.5)

BAND 3 **2 MARKS**

SUCCESS CRITERION 2

Prove that you can: That allowances are added on top of base pay — not subject to overtime multipliers

BAND 4 **3 MARKS**

SUCCESS CRITERION 3

Prove that you can: The formula: gross pay = base pay + overtime + allowances

BAND 5 **4 MARKS**

One thing I still need help with:
