Name Surname

Job title

Company Name

Address

DATE

Dear PRACTICE MANAGER NAME/PARTNER NAME

I have been monitoring my working hours for the past X weeks. On average, I am working Y hours above my Z contracted hours.

I would like to request payment of these hours at the pro-rata rate based on my salary as within my contract. [[1]](#endnote-2)

Going forward, I request that any overtime hours that I agree to work beyond my contracted hours be remunerated at the rate recommended in the BMA rate card. OR I request time off in lieu at the core hours rate of 150% and non-core hours rate of 200%.

This is to reflect that overtime does not accrue the benefits available through normal employed hours like annual leave and CPD and when unscheduled is very disruptive to personal life.

I will be using the BMA’s Dr Diary app to monitor my hours, which can be cross-referenced against our IT system. If there are discrepancies between my records and the practice’s, I would appreciate notification and resolution prior to the end of the working month.

The BMA also suggests that we identify which tasks should be prioritised during working hours with the understanding that those tasks of lower priority may not be possible to complete on a given day or within the timescales the service expects to meet for its patients, and responsibility for these tasks may need to be met by the employer.

I request that we meet when reasonably practicable to complete a job plan review which addresses my unsustainable workload and enables me to complete my role within my contracted hours. In my monitoring I may be able to help identify possible activities which are contributing to this overtime work, and propose that we enter a solution-focused job plan review which adequately controls my workload to enable me to fulfil my role within my contracted hours.

Yours sincerely

Signatory

Job title

1. If employed on the BMA salaried GP model contract, the following clause 6 is relevant: 6. A Practice may agree with a practitioner that he or she should undertake work which is not specified in his or her Job Plan by way of additional nominal sessions or fractions thereof. The extra session(s) shall be remunerated on a pro rata basis to a fulltime practitioners’ salary. Any such agreement shall be reviewed when required but at least annually and will be terminable at three months’ notice on either side. [↑](#endnote-ref-2)