



# EXTRA WORK DAY ALLOWANCE

# Extra Work Day Allowance

## A. Purpose

Codeable believes in providing a healthy work life balance for its employees. In circumstances where an employee has to work on weekends or Public Holidays, this policy lays down the guidelines to compensate them for the additional day at work.

## B. Scope

The policy will cover all permanent and contractual non-management employees only.

## C. Guidelines

### 1. Eligibility

- The admin members as listed below will be eligible to avail extra day work allowance if they are required to work on weekends and/or public holidays.
  - Admin Assistants
  - Receptionists
  - Office Boys
  - Janitorial Staff

### 2. Allowance Calculation

- Extra work day allowance will be calculated as per below:

Extra Work Day Allowance = PKR 5000 × No. of additional  
days worked

### 3. Approval

- The admin manager will check and approve the extra work day allowance for eligible employees.

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- The admin manager will provide the names of employees to HR (Rewards Team) who are eligible for Work Day Allowance by 24th of every month.

#### 4. Disbursement

- Extra work day allowance will be disbursed with the salary of that month
- An employee can claim his/her extra work day allowance within 2 months from the actual date on which the extra day was worked on.
- This allowance will cover for an individual's food and other expenses.

#### **D. Exclusions**

- This allowance will only be applicable for working extra days.
- An employee will not be able to claim this allowance where he/she attends conferences and/or training under any circumstances which are aligned with the business needs.
- Admin staff working on the weekends or on public days off, for Company events can only claim extra work day allowance. In situations where they incur any out of pocket expense for food and other items, there will be no reimbursement.
- Employees working on shifts will not be eligible for this allowance.

#### **E. Policy Administration**

Human Resource Function will be the custodian of this policy. This policy supersedes all previous written or verbal previous policies and will be effective from 27<sup>th</sup> May, 2025.

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