

## **Title: Policies About Working Hours**

Introduction: This document outlines the policies regarding working hours at [Company Name].

Working Hours:

Standard Working Hours: Full-time employees are expected to work 40 hours per week, typically from 9 AM to 5 PM, Monday through Friday.

Flexible Working Arrangements: Employees may request flexible work hours or remote work options, subject to manager approval.

Attendance Policy:

Punctuality: Employees are expected to arrive on time for their scheduled shifts.

Reporting Absences: Any absences should be communicated to the supervisor as soon as possible.

Overtime Policy:

Eligibility: Overtime is paid for hours worked over 40 hours in a week for non-exempt employees.

Approval: All overtime must be approved in advance by a supervisor.

FAQs:

Q: What should I do if I need to leave work early?

A: Notify your supervisor as soon as possible and ensure that your tasks are covered.

Q: How do I request flexible working hours?

A: Submit a request to your manager for consideration.

Contact Information: For questions about working hours policies, please reach out to HR at [hr@example.com](mailto:hr@example.com) or call (123) 456-7890.