Over-Time Policy

This document outlines the overtime policy for employees across different countries, detailing the categories of overtime, the applicable multipliers on regular hourly wages, and the associated rates based on workdays and holidays. The policy ensures compliance with local labor laws and provides clear guidelines on compensation for overtime work in Jordan, UAE, and KSA.

# Categories & Calculation

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| --- | --- | --- |
| Country | Overtime Category | Multiplier on Regular Hourly Wage |
| Jordan | Regular days | 1.25 times |
| Weekend and official government holidays | 1.5 times |
| UAE | Regular days | 1.25 times |
| Weekend and official government holidays | 1.5 times |
| KSA | Regular days | 1.5 times |
| Weekend and official government holidays | 1.5 times |

# Requests and Approvals

|  |  |  |
| --- | --- | --- |
| Step | Role/Responsibility | Action |
| 1 | Line Manager | Requests overtime work from the team member |
| 2 | Team Member | Submits overtime request through the HRMS |
| 3 | Line Manager | Reviews and approves/denies the overtime request on the HRMS |
| 4 | People & Culture Department | Verifies & validates approval and ensures compliance on the HRMS  *Note: The HRMS is automatically tied to the payroll* |