# Overtime Policy

### 1. Objective

This policy defines the organization's structure for compensating employees who contribute additional hours beyond their regular working schedule—whether on weekdays or weekends—either in the office or while working remotely. The purpose is to acknowledge and reward the commitment and efforts of employees while ensuring that procedures for claiming and approving compensation are transparent, systematic, and auditable.

### 2. Scope

This policy applies to **all full-time employees** of the organization who work beyond regular working hours, including weekends and public holidays, upon receiving appropriate managerial approval.

### 3. Forms of Compensation

Employees are entitled to choose **one** of the following two compensation options for approved extra working hours:

#### A. Compensatory Leave

* Employees working **extra hours or on weekends** are eligible for **compensatory leave**, subject to approval by their respective **Project Manager (PM)** and the **Product Head**. Employees are required to apply for the same through HRIS.
* These compensatory leaves must be:  
  + Logged into the **HRIS system**
  + **Utilized within two months** from the date of issue
  + Not carried forward or encashed beyond the validity period

#### B. Monetary Compensation

Employees who prefer **financial compensation** instead of leaves are eligible for the following:

##### 1. For Working on Weekends (Office or Remote)

* **Full Day Salary** for a full day’s effort, subject to approval
* **Meal Allowance** up to **₹180** if working from the office

##### 2. For Working Extra Hours on Weekdays (Office Only)

* **Dinner Allowance** up to ₹180
* **Monetary Compensation Brackets (Based on CTC):**

| **Annual CTC Bracket** | **Compensation for 8 Hours (Weekdays)** |
| --- | --- |
| ₹1–3 LPA | ₹500 |
| ₹3–5 LPA | ₹700 |
| ₹5–10 LPA | ₹1000 |
| ₹10 LPA and above | ₹1200 |

* **Pro-rated calculation** will apply if hours worked are less than 8 hours.

### 4. Eligibility Criteria & Process Flow

#### A. Approval Requirements

1. **Prior approval** must be obtained from the **Project Manager (PM)** before undertaking extra efforts.
2. **Work reports** must be submitted to **extraefforts@antiersolutions.com**, with the **PM and Product Head in CC**.
3. The PM must maintain and validate the **Overtime Sheet**.
4. HR will perform an **attendance audit** and forward the approved cases to the **Product Head** for final approval.

### B. Biometric & Attendance Requirements (On-Site Work)

* HR approval is subject to **accurate biometric punch-in and punch-out** records.
* Any discrepancies must be reported to **hroperations@antiersolutions.com** immediately.
* HR will not process compensation requests without accurate attendance data.

### C. Remote Work / Work from Home (WFH) Requirements for Overtime

Employees working remotely during extra efforts (on weekdays or weekends) **must fulfill all of the following conditions**:

1. **Prior Approval** from PM.
2. **Timechamp software must be installed and running** during extra hours.
3. **Accurate HRMS punch-in and punch-out** through the official portal.
4. **A detailed work report** must be sent to:  
   * **extraefforts@antiersolutions.com** for HR approval
5. HR will review work reports, time logs, and approvals before confirming eligibility for compensation.
6. Format expected for sending OT details:

| **Emp Code** | **Name** | **Project Name** | **Project Manag- er** | **Product Head** | **Date** | **Efforts (Hrs)** | **Comments if Any** |
| --- | --- | --- | --- | --- | --- | --- | --- |

**Note:** Failure to follow any of the above steps (including software tracking, reporting, or approval) will result in **non-consideration** of the overtime claim.

### 5. Managerial Responsibilities

* PMs must:  
  + Maintain and update the **Overtime Tracker**
  + Verify and forward entries to HR on time
* Product Heads are responsible for:  
  + **Final approval** of all overtime submissions after the HR audit
* HR is responsible for:  
  + Attendance validation
  + Policy compliance
  + Payroll processing of overtime compensation

### 6. Payout Schedule

* **Overtime compensation** will be included in the **following month’s salary**.  
  + Example: Extra efforts logged and approved in **March** will be paid with the **April salary**.

### 7. Terms and Conditions

* Only **approved and validated** overtime hours are eligible for compensation.
* The company holds the right to **reject claims** that do not follow the prescribed process or lack valid documentation.
* In cases of misuse or misreporting, disciplinary action may be taken, and compensation may be withheld.

### 8. Conclusion

This policy reinforces the company’s commitment to recognizing the extra efforts of employees. By maintaining transparency and procedural rigor, the organization ensures fair treatment and appreciation of overtime contributions, while maintaining operational and financial accountability.