Overtime Policy
APL|HR|P|11|V2

AIMLAY
Private Limited
(formerly WorldStar)

Purpose

The purpose of this policy is to appreciate the hard work put in by the dedicated employees of the Aimlay Organization. To stay after working hours and attend to the urgent deadlines of their project, the organization wants to give Overtime pay to the selected staff based on their involvement.

Scope

Scope: Scope is defined as the Department or the employees which will be given this policy benefits.
1. The benefit of Over Time will be given to all those employees who are working non-shift or non-working hours.
2. All the Work from Office employees who do not have any monthly incentives are eligible to get the benefit of the Over Time Policy.
3. Managers and above-level employees will be excluded from the Overtime Policy.
4. All Employees who are availing monthly incentives are also excluded from Over Time Benefit.

4.1 Managers of all departments or employees having monthly Incentive plan will be eligible for Over Time Benefit:
    1.1. If they are working on the 7th day (week off) and coming to office
    1.2. Benefit will be given according to 9 hrs. of working
    1.3. Prior approval from reporting manager will be required for the over time
    1.4. Screenshot of the approval must be attached with the Over Time form.

5. Support department staff who are getting incentives will be given Overtime Policy benefits.

Policy

To be Eligible and take the Benefits of this Overtime Policy, some key points must be followed which are listed as below:
1. **10 hrs. of office shift** need to be completed to be **Eligible for Overtime Pay** if covered in **Scope.**
   i.e. 9hrs of **basic shift** (which will not be considered before **6:30pm**) + 1hrs of **additional shift.**

   (**Example 1:** Let say someone has logged in at 9:40am, then he/she has to wait till 6:40pm in order to complete 9hrs, then additional 1hrs makes it 7:40pm. **Post 7:40pm he or she is eligible for Overtime pay).**

   (**Example 2:** Let's say someone has logged in at 9:20 am, then he/she still must sit till 6:30 pm to complete the Basic shift, thus additional 1hr will begin from 6:30 pm to be eligible for Overtime pay employee should work post 7:30 pm.)
2. Employees working on **Sundays or during the Week off** will be given overtime benefits based on their hours of working or 9 hrs.

   If the employee is working for 11hrs, then the payout will be done for 11hrs only

3. In the case of approved **Short Leave** and **Half Day**, relaxation of 2hrs and 4.5hrs is given respectively in 10hrs to be eligible for overtime pay.
4. Employees doing outdoor visits will not be eligible for overtime pay.

Applicable from 1st October 2024

Overtime Policy

AIMLAY
Private Limited
(formerly WorldStar)

APL|HR|P|11|V2

5. First 1hrs after 9hrs of shift is not considered for overtime, if the managers or work requires your presence in the office then overtime pay is not eligible for less than 1hrs of extra **work post your shift hours.**

6. If the total working hours are 10:30 hrs., the payout would be for an extra 1.5 hrs. based on your CTC.

7. While working overtime, it is mandatory to inform and obtain approval from the Division Head, with ar@aimlay.com (Attendance Regularization) in CC.

8. While informing and requesting Approval for OT, employee should mention proper details of work that the employee will do during overtime.

9. Prior Approval is required before 5.30 pm. In case of an emergency, if the employee suddenly knows that he/she needs to stay for urgent work then approval is not required but immediate intimation with proper details is mandatory.

10. If Any Employee works overtime till & After 10:00 PM then he /she is eligible to take relaxation for 1 hour in the next Day Shift.

E.g. Let's Suppose If Any employee works overtime till and After 10:00 PM then he/she will be eligible to come at 10:30 AM on the next day.

11. On Relaxation Day if any Employee does not have any overtime work, then he/she can go at 6:30 PM.

Note- If Any Employee needs to serve overtime on relaxation day, then he/she needs to complete his/her 9 hours shift then only the overtime will be calculated.

12. If Any Employee works Overtime, then the employee needs to be on Work folio recording and if any employee does not clock in on the work folio, then the overtime will not be considered.

Employee:
1. Employees must attach Evidence/Link of the work done, with Over Time form. Otherwise, mention proper work details for Audit.
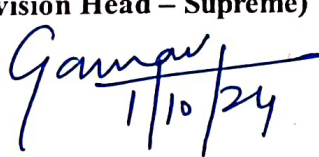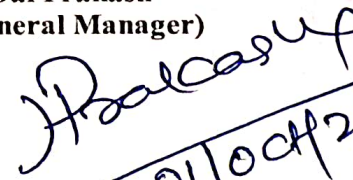
Reporting Manager:
1. Reporting Managers are responsible for approving the overtime of their employees within the working 48 hours (about 2 days) of the day when overtime is raised for.
2. Reporting Manager will mention the remark while approving or disapproving the overtime.
3. Reporting Manager will review the work folio of the day working to know the productivity of employee before approving the overtime.

Audit:
1. Audit team will check feasibility (whether overtime is necessary or not) approvals from managers, if managers did not approve then it will not be carried to the Payout Team.

Payroll:
1. The payout team is responsible for providing Overtime pay on the 20th of every month, salary day.

Approving Authorities Section		
Mr. Gaurav Jassal Division Head – Supreme)	Mr. Sahil Chopra (Division Head – Support)	Mr. Jai Prakash (General Manager)
Gaurav 1/10/24	*Sahil* 1/10/24	*Prakash* 01/oct/24

Applicable from 1st October 2024

Overtime Policy

APL|HR|P|11|V2

AIMLAY
Private Limited
(Formerly WorldStar)

Mr. Gitesh Gupta (CEO)	Mr. R. K. Gupta (Director)
3/10/24	5/10/24 12.00 PM

Acknowledgement Section

S. No.	Name	Designation	Department	Signature
1.	Robin Thomas	Manager	Human Resource	1/9/24
2.	Varun Jha	Deputy Manager	Accounts	1/9/24
3.	Shashank Jain	Team Leader	Audit	01/10/24
4.	Varunesh Shukla	Team Leader	Audit	01-10-24
5.	Chirag	Sr. Executive	HR-Payroll	01/10/24
6.	Priyanka	Sr. Executive	ERM	01/10/2024
7.	Divya Narang	Sr. Executive	ERM	01/Oct/24
8.	Muskan Yadav	Executive	Protocol Unit	01/Oct/2024