

Sweden Onsite- Overtime Allowance Policy

Revision History

#	Status	Revision History	Author	Verified by	Date Released
1	Initial Document	Initial document	Bhavana Gupta	Sahana S, Sanjeev G	24-09-2020

Objective:

In general, Tarento India employees deputed in Sweden are allocated the regular 8-hour project work. There may be a request for overtime hours based on specific needs of the project from the client. The objective of this policy is to provide guidelines for the allowances that would be paid to the employees for such customer requests and approved overtime effort.

Overtime Allowance:

Overtime allowance will be provided as per the below slabs:

Support Type	Kronos Code	Workday	Weekend/Holiday
Overtime work	BillableOvertime	160 SEK per hour	210 SEK per hour

Eligibility:

1. The policy is applicable to all full-time employees of Tarento who have travelled onsite to Sweden on long term/short term assignment.
2. This policy will only apply for billable client approved overtime hours.
3. The policy does not apply to business travelers.
4. This policy is not applicable to employees based out of India.

Signing up for Overtime work:

1. Any overtime work can be provided only through a written approval from the customer for such a request. The approval should also contain the work plan and commercial terms.
2. The work plan should describe the overtime hours, days, frequency as well as key support process as well as any applicable SLAs.
3. The work plan must be compliant to any Working Hours Act wrt daily rest as well as weekly rest.
4. Commercials should have rates for the Overtime hours
5. **Total overtime should not exceed 8 hrs per week.** Another employee should be provisioned in case workload increases beyond these hours. Please reach out to your IBU head to plan this as a joint effort with India based employees.

Delivering the Overtime effort

1. Follow the agreed processes and communication protocol during the overtime period. Log the start of the overtime period. Sync up any person who may be performing the work activities during the earlier period.
2. Once the overtime period is over, log the end of period. Sync up with the person who may be taking over from you.
3. Report weekly activity to various stakeholders.

Claiming the Overtime Support Allowance

1. The hours must be logged in Kronos under the right project and with right activity codes
2. Allowance shall apply only for days and time that are approved and paid for by the customer.
3. Employees should claim the allowance in the month following the one in which the support was provided.
4. HR team sends the Reimbursement/Allowance claim form (RACF) to all employees by mid of every month, specifying the cut-off date to submit claims for that month's payroll processing
5. Employees should fill the RACF with relevant details and attach it on Kronos under the section Expense Reporting > Add Expense > Allowance > Allowance Category > Overtime
6. Select your Manager's Email ID in the "Approver" field and "Save" your claim
7. Managers will verify & approve the allowance for further processing
8. Once approved, employees will receive an acknowledgement mail from Kronos
9. Claim will be processed upon Manager's approval and the allowance will be credited along with India salary in the claimed payroll cycle
10. Submissions post the specified cut-off date will be processed in the subsequent payroll cycle
11. These allowances will be subject to taxes and paid in India in equivalent INR
12. To compute the overtime allowance, the work week is accounted starting Monday and ends on Sunday.