

# FAQS ON EXTENDED WORKING HOURS

(Refer to [Ultimatix](#) → [My Applications](#) → [Knowledge Management](#) → [Knowmax](#) → [My HR](#) → [India](#) → [My Workplace](#) → [Working Hours](#) for the detailed policy document )

**Que 1: What is extended working hours?**

Ans : Extended working hours is defined as

- When the associate works for 2 hours more than the regular working hours per day
- When the associate works on weekends or holidays

**Que 2: Who is eligible under this policy?**

Ans : This policy is applicable to all the full time employees and Business Associates of TCS India working in India locations.

This policy is not applicable to Contract Consultants (Retainers), ACE Associates and Academic Interns

**Que 3: What are the entitlements that can be claimed under this policy?**

Ans : Employees working extended hours are entitled to the following

- Meals consumed up to a limit of Rs.75/- per day
- Local conveyance on actual

**Que 4: Whose approval is required to claim the entitlements under Extended Working Hours Policy?**

Ans : Project Leader's approval is required for availing reimbursement for extended working hours

**Que 5: I am currently working at client's place. Am I eligible to claim the reimbursement under extended working hours policy of TCS?**

Ans : Employees working extended working hours at client's sites will be governed by the policy of that client. In the absence of any such similar policy at the client site, the TCS policy will apply.

**Que 6: I am working as Business Associate in TCS. Will I be receiving the reimbursement from TCS for extended working hours?**

Ans : In case of Business Associates, TCS provides the data to the Business Associate Company which in turn raises a debit note based on the details provided.

**Que 7: What is the procedure to claim the entitlements under Extended Working Hours Policy?**

Ans : To claim the entitlements towards conveyance and meal

Log into Ultimatix > Employee Services > Global ESS > Claims > Extended Working Hours (Conveyance) or Extended Working Hours (Meals)

Expense form should be submitted to the Project Approver along with the supporting documents as a proof of expense within 2 weeks of incurring the expenses