
	Standard Operating Procedures GHCD	DOC NO: 4.1.3	ISSUE: 2
		REV. DATE: 1 December 2019	REV. NO: 1
TITLE	Overtime	PAGE: 1/2	

1.0	Abbreviation		
	1.1	GHCD	Group Human Capital Division
	1.2	OCF	Overtime Claim Form
2.0	Overtime		
	2.1	Overtime is defined as the number of hour/s in excess of the normal hours of work per day.	
	2.2	For the purpose of calculating overtime work and hourly rate of pay, the normal hours of work are defined as the total number of hours of work agreed upon, between the staff and the Company, in a contract of service.	
	2.3	Hours of work means the number of hours during which the staff is expected to work, discounting any intervals and rest for tea breaks and lunch break allowed.	
	2.4	Overtime work can be performed at any time before or after the normal hours of work.	
	2.5	The staff is not entitled to make any overtime claim for work done less than thirty (30) minutes. Lunch break should not be included.	
	2.6	For any overtime work, it can only be performed upon approval from HOD. The GHCD will not entertain any overtime claims without such approval.	
	2.7	Work performed must be additional work and emergency work only but not routine work. Routine work should be performed and completed during the normal working hours allocated to the staff.	
	2.8	For the purpose of calculation and computation for payroll, the approved OCF must be received by GHCD latest by 10th or 15th every month, depending on the salary crediting date. OCF received after the closing date will be computed together with the following month's payroll.	
3.0	Overtime - Procedure		
	Staff must adhere to the following procedures when submitting claim for overtime payment;		
	3.1	The staff may record the overtime work completed each day in OCF .	
	3.2	Obtain approval on OCF from the HOD and submit duly approved OCF to GHCD on or before 10th or 15th of the month, depending on the salary crediting date as stated above.	

	Standard Operating Procedures GHCD	DOC NO: 4.1.3	ISSUE: 2
		REV. DATE: 1 December 2019	REV. NO: 1
TITLE	Overtime	PAGE: 2/2	

4.0

Appendix

No.	Form Title	Appendix
4.1	Overtime Claim Form	Appendix 1