

Definition of Overtime:

Overtime refers to the hours worked beyond the regular weekly working hours as stipulated in the employment contract.

Approval Process:

Overtime must be approved in advance by the direct supervisor.

In cases of unforeseen emergencies or urgent work situations, approval can also be obtained retroactively.

Causes for Overtime:

Overtime should only be considered in the following scenarios:

Unforeseen peaks in workload

Lack of personnel resources due to sickness or leave

Projects with fixed deadlines that require additional time effort

Recording of Overtime:

All overtime hours must be accurately recorded in the company's time tracking system.

Employees are required to document their overtime daily and submit it weekly to their supervisor for review.

Compensation and Payment:

Overtime can be compensated either through time off in lieu or additional payment, depending on the company policy.

The standard rule might be that overtime should first be compensated with time off within a certain period.

The pay rate for overtime should be specified in the employment contract, company agreement, or collective bargaining agreement.

Limitation of Overtime:

To ensure the well-being of employees, the number of overtime hours per week should be limited to a maximum of 10 hours.

In exceptional cases where this limit needs to be exceeded, additional approval from the department head is required.

Legal Regulations:

The implementation and compensation of overtime should always comply with applicable labor laws and regulations.

Note: This policy serves as a general guideline. It is important for companies to consider their specific circumstances and consult legal counsel.