

DAY-OFF OFFSETTING POLICY

I. WHAT IS A DAY-OFF OFFSET?

Workday offsetting happens when a Team Member reports to work on a non-workday or outside official work hours and in exchange for the hours worked, is allowed to have a paid rest day on another day which is a workday. This is considered an offset because the rest on a non-work day or work outside of work hours is exchanged or offset for rest on a work day.

II. WHY IS THERE AN OFFSET POLICY?

Pursuant to the value of Team and Respect, each Team Member's effort and service is recognized, and rest days are respected. To pay back the hours spent away from the Team Member's family, each Team Member is given an additional rest day to spend time with their family, as a way of practicing the value of Family.

III. WHO MAY AVAIL:

All employees under the current payroll, whether probationary, regular, teaching, or non-teaching.

Exception:

SJI Sales Personnel below the rank of Team Leader cannot avail of offset privileges. This is to ensure that all SJI outlets always have enough manpower to support daily operations.

IV. WHEN AVAILED:

Offset may be availed by Team Members only in the following scenarios:

1. He/she was asked to report to work on his/her rest day/a holiday/while on service incentive leave (SIL);
2. He/she was on official travel (but not for trainings or seminars) during a Sunday/Holiday;
3. He/she was asked to render overtime of at least 6 consecutive hours (example: tabulation from 5pm to midnight) in a day.

Trainings and seminars on Sundays/Holidays/Incentive Leave days are not considered days worked and therefore are not valid reasons for availing of the offset policy.

Each offset day must be used within a period of thirty (30) days from the time the Team Member reported during a holiday, leave day, or rest day. Any unused offset dates will be forfeited.

V. HOW TO AVAIL:

STEP 1. The work hours on the rest day, holiday, or leave day must be valid and official.

- a. Immediate head asks Team Member to report on a rest day, holiday, or leave day. This must be documented through email or text message.

- b. Team Member shows proof of reporting on the rest day, holiday, or leave day. This can be done through a certificate of appearance, certificate of participation, SO logbook, biometric data, CCTV, or selfie showing the Team Member, date, place, and time of reporting to the area.
- c. Immediate head informs HR through email/HRIS of the names of those who reported, reason for reporting, date, place, and number of hours worked.

STEP 2. Team Member informs immediate head of his intention to avail of offset at least seven (7) calendar days before the target offset date and ask the immediate head to sign a completed offset form. Any offset applied for less than six days before intended date will be denied automatically.

- a. Team Member must fill out official offset form at least seven (7) calendar days from target offset date. (Note: if there is already an official offset module on the HRIS, a request may also be made online through the HRIS).
- b. Immediate head approves the offset and places his/her signature on the offset form. (Note: If via HRIS, immediate head approves offset and places his/her e-signature on the offset request).
- c. Immediate head is responsible for double-checking the validity of the dates claimed. Each day to offset may be split into 2 half days if allowed by the immediate head.

STEP 3. Team Member submits the signed offset form to HR at least three (3) days before intended date of offset.


- a. In case of emergencies, a Team Member may use his/her remaining offset days if allowed by the immediate head. In this case, the signed offset form must be submitted to HR on the day that the Team Member reports to work. (Note: upon full deployment of the HRIS offset module, in case of emergencies, requests for offset may be made even before the Team Member reports to work).
- b. HR will not recognize an offset date as a valid offset without the signed offset form submitted to the HR office. Delayed submission of offset forms will not be considered.

If the Team Member fails to follow the process above, the day unworked will be considered an absence and not an official offset.

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Annex A

STI College Zamboanga
Day-off Offsetting

Employee Name: _____
Department: _____

Date worked	Occasion	Reason	Offset Date

Prepared by:

Approved by:

Sophia Jewellery, Inc.
Day-off Offsetting

Employee Name: _____
Department: _____

Date worked	Occasion	Reason	Offset Date

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