

To : All Team Members in the Unicon Building

From : Atty. Angelique Margret T. Natividad
HR Director

RE : New Regular Working Schedule

Date : March 3, 2021

We have heard your request for more working hours this year. Below are the new official work hours we will follow starting March 11, 2021.

Hours:

1. Everyone must work 48 hours per week, as before, but we will keep the hours flexible, meaning:
 - a. At least 40 of the 48 hours must be rendered in the office.
 - b. The building will be open from 7:00 am to 7:00 PM from Monday to Friday and team members may come in starting 7:00am but no later than 9:00am.
 - c. To complete the 48 hours, we recommend that team members render 9 hours and 45 minutes per day from Monday to Friday.
2. The recommended work hours are from 8:00 am to 6:45 pm, but team members may come earlier and leave earlier as well, as long as they attend meetings and official office activities as scheduled.

Notes:

- Team Members who come beyond 9:00 am will be considered late.
- Overtime will be applied only to the hours in excess of the 48 required for the week, and must be approved by immediate head through HRIS.
- If Team Member renders less than 48 hours, the difference will be considered undertime.
- Team Members who are allowed to Work from Home by their Department Head may still do so. However, this will still be output based and must be validated by the department head.
- Lunch break will be back to 1 hour between 10am to 2pm.
- Team Members may take their 15 mins. morning and afternoon break.

Exceptions:


- Team Members who are high risk such as Pregnant, Senior Citizen, and those that were mentioned on the IATF guidelines may request for work from home arrangement.
 - These team members must write a letter to the HR Director requesting a work from home arrangement.
- Team Members living in faraway areas or areas where transportation is limited after 5pm may opt not to render 40 hours in the office.
 - These team members must write a letter to the HR Director requesting for modified hours.
 - These team members may not receive full pay for being unable to complete the 48-hour workweek.

- High Risk Team Members who cannot work from home must file an Indefinite leave (Leave without Pay) in the HRIS and indicate the reason.
 - These team members may resume work when the risk is reduced or the IATF allows them to resume work in offices.

Please contact M' Ira or M' Cel of HR for questions or concerns.

Thank you.

Approved by:


Angela Monette T. Natividad, CPA, ME
President