

To: All Team Members Working From Home
From: Atty. ~~Angela~~ T. Natividad
HR Director
RE: Work Hours for Work from Home Arrangement
Date: June 2, 2020

HR has received questions regarding the work from home (WFH) arrangement where Team Members were wondering if they work less than 8 hours per day, can they make up for it by working more than 8 hours the following day.

The answer is as follows:

Team Members may work any number of hours per day from Monday to Friday or Saturday (depending on the department agreement) as long as the total working hours for the week does not exceed 48 hours. This is because we want everyone to practice the value of family and working too many hours in the week, even at home, will take your time away from the members of the household.

You may work continuous hours or interrupted hours, daytime or nighttime, more than 8 hours or less than 8 hours. You may even choose to work on certain days only and not on others (e.g. MWF only or TThS only) as long as your department head approves your work schedule.

For both per hour and per output arrangements, please remember to consult your department head regarding the agreed deliverables and the corresponding output or proof of work (e.g. Screen shots, etc.).

Any concerns or clarifications may be raised to your Department Heads.

Thank you and stay safe.