
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-HR-0013
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Issue Date:
Policy Title: POLICY ON OVERTIME		Section / Department HUMAN RESOURCE SECTION
		Page No.1 of 2
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OBJECTIVES: This overtime policy aims at stating guidelines regarding the services rendered beyond the standard working hours.



It also aims at ensuring that employees who provided overtime work are appropriately and consistently compensated for such services and at the same time, to prevent the misuse of overtime.

COVERAGE: This policy covers all personnel of Ospital ng Parañaque.
Responsibilities:

- I. It shall be the responsibility of the Division Head to check and screen requirements for overtime pay before forwarding it to the Chief of Hospital for approval.
- II. It shall be the responsibility of each Section Head to initial application for overtime of their staff.
- III. It shall be the responsibility of the concerned employee to secure the accomplishment report, photocopy of their Daily Time Record (DTR), and Logbook (time in and out) to be submitted to the Human Resource office.

Procedures:

- Forms will be available at the Human Resource office; photocopy of timecard with signature and photocopy of logbook time in and out.
- Overtime shall not exceed two (2) hours a day.
- Overtime forms shall be filed two (2) days prior to the scheduled overtime.
- When overtime work is urgent and needed, the concerned employee and the Immediate Head shall agree on the hours of overtime needed and shall be filed not later than the next working day.
- In case an employee failed to submit the overtime form, accomplishment report and the DTR, it can be submitted upon reporting back for work to his/her Division Head; the employee should attach a written justification. If the justification is credible, the filed overtime shall be approved.

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- Under time work shall not offset by overtime work on any other day.
- An employee, who provided service with disapproved overtime request, shall not be entitled to an overtime pay.

Terminologies

- I. **Overtime Pay** - The additional compensation given to an employee for work rendered beyond the regular 8 working hours.
- II. **Overtime Work** - Any work completed past the normal 8 hours of work in a day.

Implementation Date:

This policy has been implemented since 2019 with some revisions made to present protocols.

Schedule for Policy Review:

This policy shall be reviewed every two (2) years or as deemed necessary.

Last Reviewed:

2019, 2022