

 Savan Resorts	POLICY AND PROCEDURE	
	Department: Human Resources	
	Section: Talent, Compensation and Benefit Management	
SR.HR.P.02.013	Policy: Overtime Working	
Supersedes Policy No: n/a	Issued on: 27 December 2019	Effective Date: 1 January 2020

**Purpose:**

This policy purpose to ensure that employees, entitle to overtime working or off-days, will follow the procedures and be compensated of their contribution.

**Procedure:**

1. Only employee at Tier B and below are eligible for overtime and off-days compensation.
2. This policy is different purpose from the change-day off as that there is multiple calculation to the working time.
3. Compensation of the overtime will be based on Labour law
4. Compensation could be in the form of: Time off or Monetary compensation
5. Initially, Head of Department must fill up the request form (SR.HR.F.02.010 Overtime Request Form) and submit to HR to get the prior approval from top management before allowing to work overtime. Any exception or urgent case must be reported immediately to superior and Human Resources.
6. Human Resources would track and certify the time record and compensation either of time off or monetary compensation
7. Compensation in the off day must be used within 3 months term

Initiated by

  
21/12/19

Manager - Human Resources

Verified by

  
22/12/19

Director – Hotel Operations

Verified by



Chief Financial Officer

Approved by

  
21/1/20

President