

Document #: 01.08.23 Revision #: 0 Date: December 1, 2023	Water.org	Author: Judith Estrella and Swati Agarwal Approved by: Rachel Briggeman Leslie Walsh
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Title: Compensatory Time Off Policy _ Southeast Asia and South Asia



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Purpose

The purpose of this policy is –

1. To allow eligible employees to take time off when they are required to work or travel for work during holidays or weekly off days/weekends – Saturday and Sunday for Philippines, Cambodia, Indonesia, and India, Friday, and Saturday for Bangladesh.
2. To ensure they have time to rest and celebrate with loved ones.

Scope

This policy covers all full-time regular employees in South Asia and Southeast Asia regions. The policy will be effective January 1, 2024.

Policy

Water.org provides time off for employees who work during approved/company designated holidays, office closure, or weekends, to ensure they have time to rest and celebrate with loved ones. While employees and their supervisors should make all possible efforts to plan work to avoid working/traveling on a declared holiday or weekend, it is understood that there may be circumstances that they may be required to work during these days (ex. Prior meeting with a partner that is difficult to reschedule, limited flight schedule etc.).

In such case, eligible employees will be allowed to take a day off to compensate for the time that they work during holiday or weekend subject to the following guidelines:

- When employees attend any partner events, trainings, closed door meetings (by invite), and field visits on any declared holidays or weekend.
- When employees conduct events/training on any declared holidays or weekend on special request by partner or regional/global leadership.
- When employees officially travel during weekends or holidays to attend business, events, training etc., for the organization -
 - a. For working more than 5 hours on a holiday/week off day/weekend, staff will be eligible for 1-day compensatory time off (CTO). Working between 3 to 5 hours, is equivalent to half day CTO.
 - b. For air travel with flying hours of more than 2 hours on a declared holiday/week off day/weekend, staff will be eligible for 1-day compensatory time off (CTO)

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- c. For domestic land travel of more than 5 hours on a holiday/week off day/weekend, staff will be eligible for 1-day CTO. For domestic land travel of less than 5 hours, CTO will be on an hourly basis.

Process to avail the benefit -

- Any request for CTO for work during the holidays or weekend must have prior written approval from the supervisor. The same should be recorded through applicable employee self-service portal.
- Any approved CTO shall be used within 30 days from the date of approval by the supervisor, otherwise it shall be considered as automatically forfeited.
- Any verbal approval from the supervisor or Function Lead/Director is not considered valid approval.
- Any event requiring multiple staff members to work on any declared local holidays or weekend, will be considered on a case-by-case basis. Decision and approval in this instance will remain with Regional Director and Human Resource team.
- Under any circumstances, unused CTO shall not be payable upon separation or resignation of the employee from Water.org.

Events not eligible for compensatory time off -

Compensatory time off does not include/will not be applicable under following circumstances:

- Planning of upcoming internal/external events.
- Working from home on any declared holiday, weekend, or any other day.
- Working from any office location out of one's own will on any weekday, holiday, or weekend, unless specifically asked by partner, supervisor/regional or global leadership.
- Working on a declared holiday, weekend, or any other leave day on pending tasks.
- Attending conferences or events that are personal to the employee or unrelated to their work.
- When other compensation is provided for the time worked.
- Free time over non-workdays at destination, e.g., travel on Saturday and have free time on Sunday.

Amendment or Change in Policy

Water.org reserves the right to amend, modify, or repeal/discontinue this policy for any reason in part or its entirety without employee consultation.

The policy should be introduced as a discretionary policy, subject to amendments/suspension/withdrawal at any time per management's discretion.

DOCUMENT CHANGE HISTORY:		
Revision #:	Description of key changes:	Approved by:
1	Initial policy and procedure implementation	Rachel Briggeman Leslie Walsh