

# HR Policies

## Revised Policy on Overtime (Mar 15, 2014) REVISED POLICY ON OVERTIME (MAR 15, 2014)

**TO : ALL CONCERNED**  
**FROM : HR Department**  
**DATE : 15 March 2014**

Overtime work refers to the works actually done in excess of performed normal working hours i.e. eight (8) hours a day for which additional compensation is paid.

All rank & file and supervisory employees shall be eligible to overtime pay for approved work done at least one (1) hour beyond the eight hours a day of services rendered provided that he/ she completed the regular work hours of 48 hours a week, effective 26 September 2014.

Employees hence who committed at least an hour of tardiness during the day and/ or failed to render 48 hours of work during the applicable week shall not be allowed to avail of overtime pay. It shall be treated as an extension which shall be paid with a regular rate only.

When extremely necessary to render overtime work, approval of the Section/ Department Head concerned must be secured on a duly accomplished Overtime Form at least one (1) day in advance or the next working day if emergency.

Employees without exception may be obliged to render overtime during emergency situations and other factors such as:

- a. Lack of manpower
- b. Increased work loads
- c. Need to render work which cannot be performed during normal working hours
- d. Other circumstances analogous to the above

While employees with prior agreement to render overtime shall be subject to disciplinary action if they fail/ refuse to do so without valid reason, those who shall falsify or tamper the Overtime Form shall be subject to disciplinary actions.

Attached is the revised Overtime Form.

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Author: erika  
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