

HR Policies

NSI DTR Treatments

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FLEXIBLE SCHEDULE

- Reported at 11:01 am to 11:15am= Must render additional 2 hrs. of work
- Reported at 11:16am=considered half day absent
- Reported after 11:00am and at the same time failed to complete the 8 hours of work= considered half-day absent
- Reported on/or before 11:00am but failed to complete the 8hours of work= Pro-rated deductions

EARLY SHIFT (HELP DESK)8:00-5:00 pm / 8:30am - 5:30pm

- With grace period of 15 mins.
- Reported at 8:16 AM / 8:46 AM = must render additional 2 hrs. of work
- Reported at 8:17 AM / 8:47 AM-onwards = considered half day absent
- Reported exactly 8:16 AM /8:46 AM and at the same time failed to complete the 8hrs. (2hrs extension) of work = considered half day absent

OTHERS

- 4 allowable late for Saturday duty > HELPDESK ■ Anticipated OT's, OB's and/ or Leaves must be filed in advance
- Emergency OT's OB's and/ or Leaves must be filed on the next working day
- Late filing and outside the cut-off = declined

ADDITIONAL NOTES

- Since cases of 11:16 AM, 8:17 AM and 8:47 AM are already considered half day, should the employee wish to complete the 8 hrs. of work or not, they still have to file a 4hr. half-day leave with pay or no pay whichever the employee desires for payroll monitoring purposes.
- Additional 2 hrs. of work is not applicable for time-in of 11:16 AM, 8:17 AM and 8:47 AM since they are considered half-day absent already.
- Those who failed to complete 8hrs. (2hrs. of work) for cases of 8:16 AM, 8:46 AM, 11:01 and beyond shall file a 5hr. of half day leave regardless of their time out for payroll monitoring purposes.

SAMPLE HALF-DAY TIME TABLE FOR MORNING SCHED & 2 HR. WORK EXTENSION

HR Policies

Time In	Time Out
08:00 AM	12:00 PM (if no lunch)
	01:00 PM (if with lunch)
08:16 AM	01:16 PM (if no lunch)
	02:16 PM (if with lunch)
08:46 AM	01:46 PM (if no lunch)
	02:46 PM (if with lunch)
11:01 AM	04:01 PM (if no lunch)
	05:01 PM (if with lunch)

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