



Dalvkot Utility Enterprises Pvt. Ltd.

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# Overtime Policy

Policy Effective Date: 01/09/2022

## Policy History

Ver No.	Change Description	Prepared By	Reviewed By	Approved By	Date
V1.0	New Policy	HRD	CEO / President	CEO / President	Sep 2022



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## 1. OBJECTIVE:

Dalvkot Group recognizes that employees may be requested to work overtime in order to complete projects, meet business commitments, and/or make up for an employee shortfall. In response, Dalvkot created this overtime policy to clearly outline when employees are eligible for overtime and to explain the company's compensation procedure.

The purpose of this policy is to

- Define the guidelines that oversee mandatory overtime,
- Outline the overtime eligibility and authorization process, and
- Explain the disciplinary action protocols.

## 2. SCOPE AND APPLICABILITY

Applicable to all employees.

This policy is owned by Human Resources Department and reachable @ [hr@dalvkot.com](mailto:hr@dalvkot.com) & 8884717772

## 3. POLICY/PROCESS

### 3.1. Mandatory Overtime

Dalvkot reserves the right to request any and/or all employees to work overtime during busy periods or in cases of emergency. Overtime is only applicable if an employee works over 48 hours per week or 9 hours per day. Thereafter, Dalvkot will pay employees on twice the hourly rate for the additional hours worked.

Employees are only allowed to reject an overtime request if he/she was not notified at least 1 day before the expected overtime period or if he/she has a valid reason.



### **3.2. General Guidelines**

- Employees will be classified as exempt or non-exempt by the company according to overtime pay rules. Designations like assistant managers, tech leads, team leaders, managers, project managers, head of departments are classified under exempt employees' category and are not eligible for over-time.
- All non-exempt employees are entitled to avail overtime pay.
- In order for an employee to qualify for overtime, he / she must first complete the required 48 hours per week.
- Employees working on a weekly off or holidays with minimum of 4 work hours will be eligible for overtime or compensatory off.
- All working hours including overtime hours have to be recorded through the regular biometric attendance system and overtime policy set by the company.
- The total number of overtime hours worked by an employee should not exceed 50 hours in a period of 3 consecutive months as per Shops & Commercial Establishment Act 1961. As per the policy, an employee can be called for over-time up to a maximum of 16 hours per month. If the over-time exceeds the set limit, special permission has to be obtained from Labour Department.

### **3.3. Authorization**

Managers are responsible for assessing work deadlines and projects to determine when/if overtime is needed. In cases where overtime is required, the managers must report it to their head of department for authorization at least 1 day before the expected overtime date. If the head of department approves the overtime, he/she must fill in an Overtime Report and submit it to the Human Resources for overtime payment. Depending on the date of submission, overtime will be paid out in the following pay cycle.

### **3.4. Excessive Overtime**

In an effort to safeguard our employees' health and safety, the company will not permit the excessive use of overtime. Managers are prohibited from requesting frequent use of overtime to complete projects and/or meet deadlines. If a department is unable to meet deadlines without the use of overtime for 2 consecutive months, the manager must conduct a formal assessment on ways to improvise the working process.



### 3.5. Unauthorized Overtime

Managers and employees who fail to obtain the appropriate authorization before working overtime will be subject to disciplinary action, up to and including termination. The company will not be financially responsible to pay any unauthorized overtime. In cases of emergency, employees may be requested to work overtime. However, an employee reserves the right to refuse overtime if the notice period is too short or for any valid reason.

## 4. SPECIAL CIRCUMSTANCE AND EXCEPTION

Any deviation to this policy has to be approved by CEO / President.

## 5. NON-COMPLIANCE AND CONSEQUENCE

Violation of this overtime policy is subject to disciplinary action, up to and including termination. If an employee, including Floor Supervisor and/or Manager, is suspected of violating the policy, he/she must undergo a thorough investigation. The circumstances of each violation will determine the severity of each scenario.

### PLEASE NOTE:

Management reserves the right to amend the aforesaid overtime policy as deemed appropriate at any time.