

Policy: Extra Stay/Working Hours

PL No – 17

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Applicability – All Employees of General Shift

Total Number of Pages – 1

All employees are eligible for taking compensatory offs with the following guidelines:

- 1- Any employee working up to 3 Hours extra will not be eligible for compensatory off.
- 2- Any employee working 3 to 6 Hours extra will be eligible for compensatory half-day.
- 3- Any employee working 6 or more Hours extra will be eligible for a compensatory full off.
- 4- Compensatory offs shall be taken in the same month or maximum next month only.
- 5- Compensatory offs will lapse if not taken within the same or next month.
- 6- Employees will work extra only on the instruction of their immediate senior/HOD or Management.
- 7- Employee availing compensatory off has to make sure that he is not availing the same on any such day where his/her presence is required.
- 8- If it is found that the employee knew of the fact that his presence was required and despite that he/she took a compensatory off, disciplinary action will be taken against him.
- 9- No employee coming in General shift is eligible for overtime, they are only eligible for compensatory offs.
- 10- When taking a compensatory off, the employee is supposed to report the same in HR, so his/her leaves are not deducted.
- 11- Employees coming in General shift, if staying for more than 3 hours (Post 9 P.M.) shall get company provided dinner, for which they can order from nearby Hotel/Dhaba, costing not more than 150 Rs. The Bill shall be submitted to accounts for reimbursement, which will be either on actual or maximum 150 INR.

Written By

Head – HR



Approved By

Management