



Overtime Policy & Rules for workers

Company Standard timings: 9.30am to 7pm

- ☐ Workers who work more than the standard working hours will be entitle to get overtime pay
- ☐ Minimum 1 hour should be considered as Over Time.
- ☐ Record overtime hours accurately and consistently in OT sheet and get sign off approval from supervisor and claim the cash from cashier after the approval of HR Manager.

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