
Overtime Policy – Pharmanza Herbal Pvt Ltd

- Overtime is any time worked over and above the regular 48-hour workweek.
- No employee should work more than 48 hours per workweek unless the time over 48 hours is specifically approved by the Factory Manager.
- In order to earn overtime payment, the Factory Manager must grant approval in advance. Employees will not be asked to work more than 48 hours per workweek unless there is an emergency situation or seasonal work requirement.
- If paid overtime is approved, overtime will be paid at the rate of 2 times the employee's hourly rate for any hours worked over 48 hours per week.
- Overtime pay will not exceed 2 times the hourly rate even when the employee works premium hours for a portion of the workweek (such as nights, weekends, or holidays).
- Each workweek is considered separately in computing overtime and all other pay.
- Employees must work over 48 hours in one workweek to be paid for overtime and then only if approved in advance by the Factory Manager.
- It is not considered overtime if an employee should work over 8 hours in one day until the employee has worked over 48 hours in that workweek.
- Employees should not expect overtime if they work over 8 hours in one day. If this should happen, the employee should work less hours at some other point within the same workweek so that the total hours worked do not exceed 48 hours for that week.
- If more than 8 hours of work is necessary in a single day, an employee will be given not more than 10 hours of work per day. This arrangement requires approval of the Factory Manager. If this is impossible or impractical, the employee will be paid overtime.

Review Date.
Rev.No 00

Reviewed & Approved By:
Managing Director