



Title: Overtime | Time In Lieu Policy

Related Policies, Procedures & Forms:

Employee Handbook for Retail Employees

Overtime Authorization form (www.kojhr.com).

Time in Lieu form (www.kojhr.com).

Effective Date:

This version supersedes all previous policy and practices related to Overtime/ Time in Lieu. This policy is effective 1st September 2013

Background

Overtime working may be implemented where extra hours are required to cover a short-term exception such as staff absence or a busy period. Kamal Osman Jamjoom Group LLC (the "Group") strives to keep overtime working to a minimum in order to provide a healthy working environment for employees, and to encourage the effective planning of work. As a result Time in Lieu is preferred to overtime compensation.

Scope

Only Sales Associates, Warehouse Assistants and non-managerial Head Office employees in the "Group" are entitled to claim overtime with the permission of their Line Director. Time in Lieu should be used in all other cases

No managerial, supervisory or office based positions in retail, office and warehouse are entitled to this benefit.

Policy and Procedure

Working above standard working hours, may occur due to the following circumstances:

- Sudden increases in volumes of consignments which may be seasonal or as the result of new contracts.
- Manpower shortage as a result of long vacations or sickness, or employee resignations or terminations.
- Ad hoc requests or special projects out of the normal scope of work required by a mandated deadline.

It is the management responsibility to find a solution and to have a contingency plan if the reason for overtime exists for more than 2 weeks without resolution. An improvement plan must be written with timescales for completion. Where possible, the manager should consider time off in lieu instead of paying overtime.

Overtime must be authorized by the Line Director prior to the extra hours being worked.

1. Time in Lieu and Overtime Compensation

The hours worked above the "Standard Working Week" that is agreed in advance with the line manager is qualified for time off in lieu or overtime compensation.

Standard Working Week includes National Holidays and Annual Leave days.

Sick leave and any unpaid leave are not counted as "Standard Working Week".

Overtime payments will be made according to the labour law of the country in which the employee normally works. Overtime is payable for the number of hours worked and is calculated on the basic salary.

All other allowances shall be excluded from the calculation. Overtime performed on weekly rest days and public holidays will also be considered as special overtime and will be paid according to the labour law.

All National and/or religious holidays declared by the local Government are considered public holidays for employees. However, (the “Group”) reserves the right to request employees to work on such days. In these cases employees will be paid or allocated time in lieu at the rate determined by the labour law.

All employees required to work during Official Holidays must have prior approval by their Line Director.

Overtime will be paid along with the monthly salary

All employees in non-management grades only will be compensated for overtime worked over their normal contractual working hours. Overtime is not payable when an employee works on a day requested as annual leave.

Employees in supervisory or management grades and above are highly skilled positions, which, by their nature may require staff to work all time necessary to fully accomplish their duties. (The “Group”) usually takes such factors into consideration in determining salaries at these levels.

1.1 Claiming of Overtime / Time In Lieu

Where an employee has been asked to work additional hours, and agrees that these hours will be given back to as time in lieu, the correct form needs to be completed, signed by Line Director and submitted to the HR department. Time in Lieu (TIL) can only be carried for up to 60 days, starting from the day it was gained; any unused TIL after this time will be forfeited.

The employee and Line Manager must ensure to use the TIL during the above period. In cases where certain operational issues do not permit this, the HR Department must be notified immediately.

Employees must ensure that necessary documentations are completed, approved and recorded. No claims will be honoured without proper documentations.

All time in Lieu will need to have Line Director’s approval.

2. Business Travel

Where Managers or employees are travelling on business outside the country they are based, no Time in Lieu or overtime can be claimed for additional hours worked, or work conducted across a weekend whilst travelling. This will be subject to review by the Line Director

If an employee is flying back from an International destination, the following expectations are to be achieved:

- Flight returns in Before 2am in the morning – Employee is expected in work by 10am
- Flights returning in after 2am and before 8am in the morning – Employees are requested to travel home, and return to office by 1pm
- Flights arriving in after 8am and before 530pm Employees are expected to return directly to work.

Maintenance and amendment of the policy

As with all Group policies (the “Group”) may amend this policy at its discretion at any time.