

DATE: August 10, 2019
FROM: HR Department
TO: All TCLS Mortgage Employees
SUBJECT: Guidelines and Procedure on Application for Overtime

Memorandum #07-2019

This memorandum is issued to clarify and strictly implement the proper procedure of application and approval of overtime work.

Guidelines

1. When overtime work is urgent and necessary, both the employee and team leader, shall agree on the hours of overtime needed and the schedule when they will be worked.
2. A duly accomplished Overtime Application Form (see attached) must be submitted by the employee to the team leader, manager, HR, and Accounting:
 - at least 15 minutes before the end of the shift or;
 - at most 15 minutes after the end of the shift for late but urgent requests.
3. The following must be specified in the Overtime Application Form:
 - Reason for Overtime
 - Particulars
 - Time Received in Queue
 - Estimated Time of Completion
4. **Prior approval must be secured before rendering the overtime, otherwise, the overtime is deemed disapproved.**
5. If for unforeseen circumstances the filing period cannot be observed, a written justification for its late filing from the manager, shall be submitted to HR immediately after the overtime has been rendered. If the justification is deemed meritorious, the overtime shall be approved.
6. Overtime is calculated after an additional thirty (30) minutes has been worked beyond the regular working schedule. Overtime of less than thirty (30) minutes shall not be considered as overtime.
7. No overtime pay shall be allowed to employees who:
 - comes in late or reports undertime;
 - will work overtime on a Sunday and/or Monday (restdays) but was absent the previous Saturday;
 - will work overtime on a holiday but was absent the previous working day

Procedure

All steps below must be documented through one email thread and must follow the specified filing period above. The following must be included in the email loop:

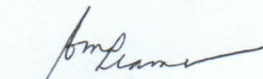
- Employee
- Team Leader
- Ms. Ram (ralaba@homemac.com)


- HR (bakhita.llames@homemac.com)
 - Accounting (docray@homemac.com)
1. Before the shift ends, the team leader will identify the necessity of any overtime work. The employee must report to the team leader any possible urgent work and requests close by the end of the shift. Email requests, screenshots, or any relevant document may be attached in the email.
 2. The team leader will endorse possible overtime work through email. If the team leader is not available, the employee may be the one to endorse the possible overtime work.
 3. Ms. Ram will review the endorsement and pre-approve if meritorious. HR may be the one to approve upon her unavailability.
 4. Upon agreement, the employee will accomplish the Overtime Application Form.
 5. Approval will be acknowledged and noted by the HR and Accounting for compensation of applicable overtime payment.
 6. Overtime pay will be credited on the succeeding payroll date.

Rendering Overtime Without Prior Approval

Employees who do not gain approval before working overtime hours will be written up. Subsequent offenses may result in disciplinary action up to or including termination.

First Offense	:	Disapproved Overtime
Second Offense	:	Counseling
Third Offense	:	Final Warning
Fourth Offense	:	3 Days Suspension
Fifth Offense	:	5 Days Suspension
Sixth Offense	:	Dismissal


Bakhita Llamas
HR Officer


Ramelyn Alaba
Manager