

Hireflex247 India Pvt Ltd Overtime Policy

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We understand that there may be times when you need to work beyond your regular hours to meet our business requirements. This message is to inform you of our overtime policy, applicable when you work additional hours on weekends or public holidays.

- **Overtime Approval:** All overtime hours must be pre-approved by your manager. Please ensure to discuss and obtain approval before you work extra hours. This will help us manage resources effectively and maintain a consistent record of additional work.
- **Overtime Rate:** Overtime hours will be compensated at your standard basic pay rate.
- **Overtime Submission:** After working approved overtime hours, you need to submit your overtime hours to payroll@hireflex247.com. These details should include the date, number of overtime hours worked, and the approval from your manager.
- **Submission Deadline:** To ensure your overtime pay is included in the same month's salary, please submit the overtime hours to the payroll department before the cut-off date, which is the 25th of every month.
- **Late Submissions:** If you submit your overtime hours after the 25th of the month, your overtime pay will be processed with the following month's salary.

This policy is intended to ensure fair and consistent management of overtime across the organization. Please follow the procedure detailed above when working overtime, and remember to always obtain pre-approval from your manager.

Should you have any questions or need further clarification regarding this policy, please do not hesitate to contact your manager or the HR department.