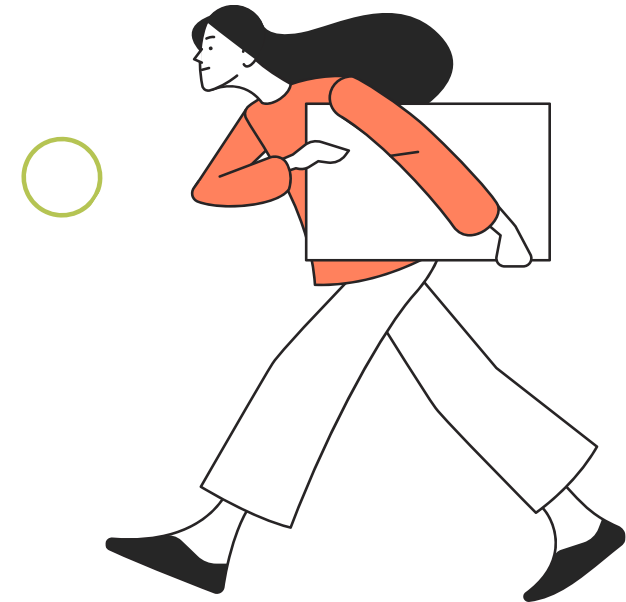




Overtime Policy & Procedures



Overtime Policy Overview

General Rule: Employees are expected to complete duties within normal working hours. Overtime is only permitted in urgent cases.

Approval Required: Overtime must receive prior approval from the direct supervisor.

Overtime Pay:

- **Sunday to Thursday:** 1.5x gross rate.
- **Days Off:** 2x gross rate.

Restrictions:

No overtime during annual leave or conflicting schedules will be considered.



How to Request Overtime

Step 1: Open the MenaME Plus App

Tap the (+) icon as shown in the image.

Step 2: Select Overtime

Choose **Overtime** from the options.

Step 3: Fill in the Details

Overtime Date: Select the date.

Overtime Time Type:

Regular for weekdays.

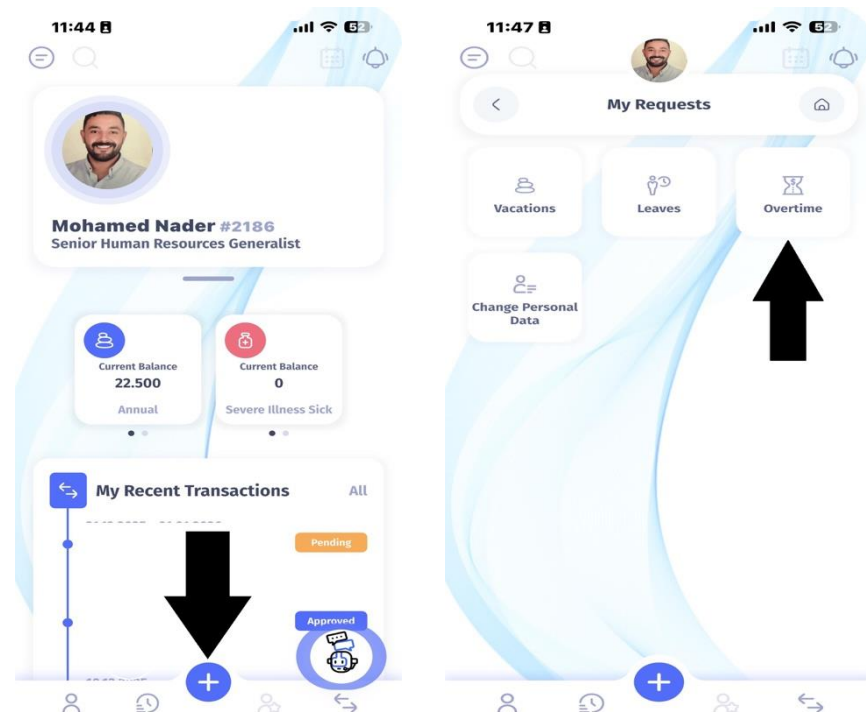
Day Off Overtime for days off.

Role/Project: Choose your relevant project (e.g., Booktime, Books, Fixed Overhead).

Start Time: Specify when overtime begins.

End Time: Specify when overtime ends.

Reason for Overtime: Enter the reason for the additional work.



THANK YOU