

This policy applies to all employees that hold a salaried (staff) position within Data Tech Holdings Ltd.

The Company recognises that additional worked time, beyond contracted hours, may sometimes be required to meet departmental or business needs.

Occasional modification of workday hours shall be permitted with line manager approval.

Working hours, as detailed in the Working Hours Policy HSP005 shall not be exceeded in any event.

Employees should not expect, nor be expected to routinely work beyond contracted hours (overtime). Should it become evident that regular additional working beyond standard hours is occurring, the line manager will investigate and arrange appropriate [additional](#) labour to minimise any overtime requirement.

## OVERTIME PROCESS

### REQUESTED OVERTIME - EMPLOYEE

Before additional hours are worked, the employee must send a request for additional hours, by email, to the line manager and receive written approval authorising additional hours.

### REQUESTED OVERTIME – COMPANY

Where the employee is asked to work additional hours, the request will be made by the line manager detailing the duration and detail of the work to be performed. The request should be made by email but verbal requests followed up by confirmatory emails are permissible.

### EMERGENCY OVERTIME

Where additional hours are required due to incident or unforeseen circumstances, the line manager shall be contacted as soon as reasonably practicable and informed [accordingly](#).

### FUNDING ADDITIONAL HOURS

Overtime hours will be paid at the standard rate of pay as outlined in the employees' contract of employment and will accurately reflect actual hours worked and not on a shift basis.

The combination of contracted hours and paid overtime shall not exceed 12hrs in any 24hr period.

Note: Travelling time will not be paid as overtime.

### TIME SHEETS

Time sheets shall be submitted monthly and shall accurately reflect the hours worked.



Bob Jacobs  
Managing Director