## Overtime policy template

**[Date] [Version] [Person in charge]**

**[Approved by] [Legal visa]**

**[Company name]** defines "overtime" as any additional hours worked over the mandatory working schedule.

**[Company name]** acknowledges that employees may require working overtime to complete projects and meet deadlines. The overtime policy outlines when employees are eligible for overtime, the authorization procedure, overtime limitations, and the company's compensation procedure. In addition, the document explains the disciplinary action procedures followed in case of violation of this policy.

**The eligibility criteria**

All non-exempt employees, including part-time, full-time, and/or seasonal employees working for the company for more than one year, are eligible for overtime.

An employee classifies as exempt or nonexempt according to the labor law **[number/from]**.**[details]**

**e.g., exempt employees – executives, employees with administrative responsibilities, minors**

**The authorization procedure**

Each team's supervisor is responsible for determining if overtime is needed and approving overtime requests received from the team members. The requests will be sent **[via email]** with at least **[X days]** before overtime taking place. The request will include the number of hours needed, the project for which overtime is necessary, the duration of overtime, and a schedule proposal.

The approved request will be sent to Finance Department, HR Department, and Legal Department.

**The overtime procedure**

Overtime will take place in the same workplace as regular working hours. The employees will mark their hours in the web-based attendance system provided by the company. Overtime can be done only outside the regular working hours. The employees will send weekly reports to their supervisors describing the work done during overtime.

Communication will be maintained through the collaborative tools used by the company.

**Limitations**

Employees cannot work overtime for more than half of their mandatory working hours. Overtime has to be done during weekdays between 5 AM and 11 PM. An employee is allowed to request overtime one time per month with a minimum of three requests per year.

**Payment**

Overtime will be paid starting with the following pay cycle. Overtime will be paid using the same payment methods as for the salaries. The withheld taxes, according to law **[number from section number]** are **[tax percentage]**.

**Disciplinary actions**

Violations of this overtime policy are subject to disciplinary action, up to and including termination. Employees suspected of violating the policy must undergo a thorough investigation. The circumstances of each violation will determine the severity of each scenario.

Unintentional violations may warrant a verbal and/or written warning.

Intentional violations may lead to suspension and/or termination.