**OBJECTIVE**

Establish general criteria and mechanisms to approve the correct application of the norms and regulatory provisions in force, for the authorization and payment of overtime to personnel who, for operational needs, have to work overtime after the end of their corresponding working day.

**INTRODUCTION**

Proper overtime management will help employees better balance their work and personal lives, and protect the company, by delineating policies to comply with applicable legal provisions.

**RESPONSIBILITIES**

* Directors and Managers

Managers must manage the human, time, and financial resources needed for effective overtime management. As well as effectively delegate the tasks set out in this procedure.

* Supervisors

Supervisors should ensure that they follow the lines of this procedure and ensure that overtime allocation is carried out in accordance with this procedure.

**PROCEDURE**

Supervisors should ensure that they follow the lines of this procedure and ensure that overtime allocation is carried out in accordance with this procedure.

Workers’ will to work overtime must be ensured and respected.

1. The number of overtime hours that a worker may work shall not exceed three hours per day, or three consecutive times per week and, in order to proceed with the payment procedure, there must be prior justification and authorization from the worker's supervisor.
2. Supervisors who authorize overtime should verify that these are exceptional cases as operational, service, care, and operation needs of the areas are fully justified.
3. For the authorization to work overtime, the immediate head must requisition the application in the corresponding format which shall contain the requirements set out in these guidelines as they are:

a) The immediate boss’s written request to the worker.

b) The signed acceptance by the worker.

c) Description of the activities carried out.

d) Authorization of the Immediate Chief Superior to the petitioner.

1. The worker may work overtime if it is provided that he has the respective authorization, it cannot be left in his personal discretion to exceed his ordinary working day.
2. If the worker accepts and sign to work overtime and if for any justified reason, he will not be able to provide his extraordinary service, the worker is obliged to inform in advance that he will not be able to stay to work, so that the manager can take the necessary measures to meet the needs of the company.

**FREQUENCY**

Each time that overtime is requested.

**RELATED DOCUMENTS**

* Overtime authorization form.

**CORRECTIVE ACTIONS**

Having established productivity programs will reduce the time required to work overtime and

although the agreed overtime pay is tempting and necessary for the worker, physical and mental health must be balanced.

**VERIFICATION**

This document should be reviewed at the beginning of each season, at least annually, or when any changes are necessary.

The General Manager, in conjunction with the staff involved, will have to review annually the effectiveness and applicability of this document.

**Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HR Head of Department General Manager**

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