

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<h1>ADMINISTRATIVE MANUAL</h1>	Class Code: D
		Reference Code:
	<h2>CHAPTER 10: OVERTIME</h2>	OM-ADM
		Revision Number:
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10.1 GENERAL

Overtime work shall be initiated by the Supervisor to meet essential operating needs.

On regular working days, overtime work shall start thirty (30) minutes after the end of the official working hours of the employee. Overtime work shall be rendered for a minimum of two (2) hours and maximum of three (3) hours per day to be entitled to overtime pay.

On Saturdays, Sundays and Holidays, overtime shall be rendered for a minimum of two (2) hours and maximum of eight (8) hours with one-hour lunch break.

Employees are allowed for maximum of thirty (30) hours overtime in a month.

10.2 APPROVAL OF OVERTIME

An employee assigned to render overtime work shall obtain the prior approval of the employee's immediate supervisor on the prescribed overtime authorization form.

Overtime work shall not be allowed under the following circumstances:

- When the employee reported late from work for a total of twenty-six (26) minutes or more.
- When the employee has been absent for half of the same day.
- When the employee has been absent on the day immediately preceding the day when overtime will be rendered.

10.3 SUSPENSION OF WORK

In case a regular workday is suspended or declared as holiday, overtime work shall be rendered as follows:



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- If the declaration is made after the start of the regular working hours, (i.e., 8:00AM), overtime work shall be starting thirty (30) minutes after the suspension of work.
- If the declaration is made before the start of the work day (i.e., 8:00AM) overtime shall start 8:00AM.

10.4 RECORDING OF OVERTIME

Authorized overtime work shall be recorded on the time card. The time card and the duly approved and certified overtime form shall be the bases for computing overtime pay.

10.5 COMPENSATION FOR OVERTIME

Overtime pay shall be paid and included on the 15th or 1st half of the following month for overtime service rendered during the previous month.