

## Overtime SPPM Regulation No. 20

### REGULATION ESTABLISHED BY THE 8<sup>TH</sup> MINISTERIAL MEETING, 29 NOV 2022

### PROPOSED AMENDMENT

1. Overtime is work rendered exceeding eight (8) hours a day or forty (40) hours per week. It also includes working during weekends (Saturday and Sunday) and official holidays.
2. Overtime can only be carried out upon approval by their Superior.
3. Staff below the manager (head) level are eligible for overtime payment as recommended by the Superior and approved by the Executive Director.
4. Staff who are manager (head) and above working overtime shall be entitled to compensatory time off as approved by the Superior/s.

1. Overtime is work rendered exceeding eight (8) hours a day or forty (40) hours per week. It also includes working during weekends (Saturday and Sunday) and official holidays.
2. Overtime can only be carried out upon **prior approval by the Executive Director.**
3. Staff below the manager (head) level are eligible for overtime payment as recommended by the Superior and approved by the Executive Director.
4. Staff who are manager (head) level and above working overtime shall be entitled to compensatory time off as approved by the Executive Director.