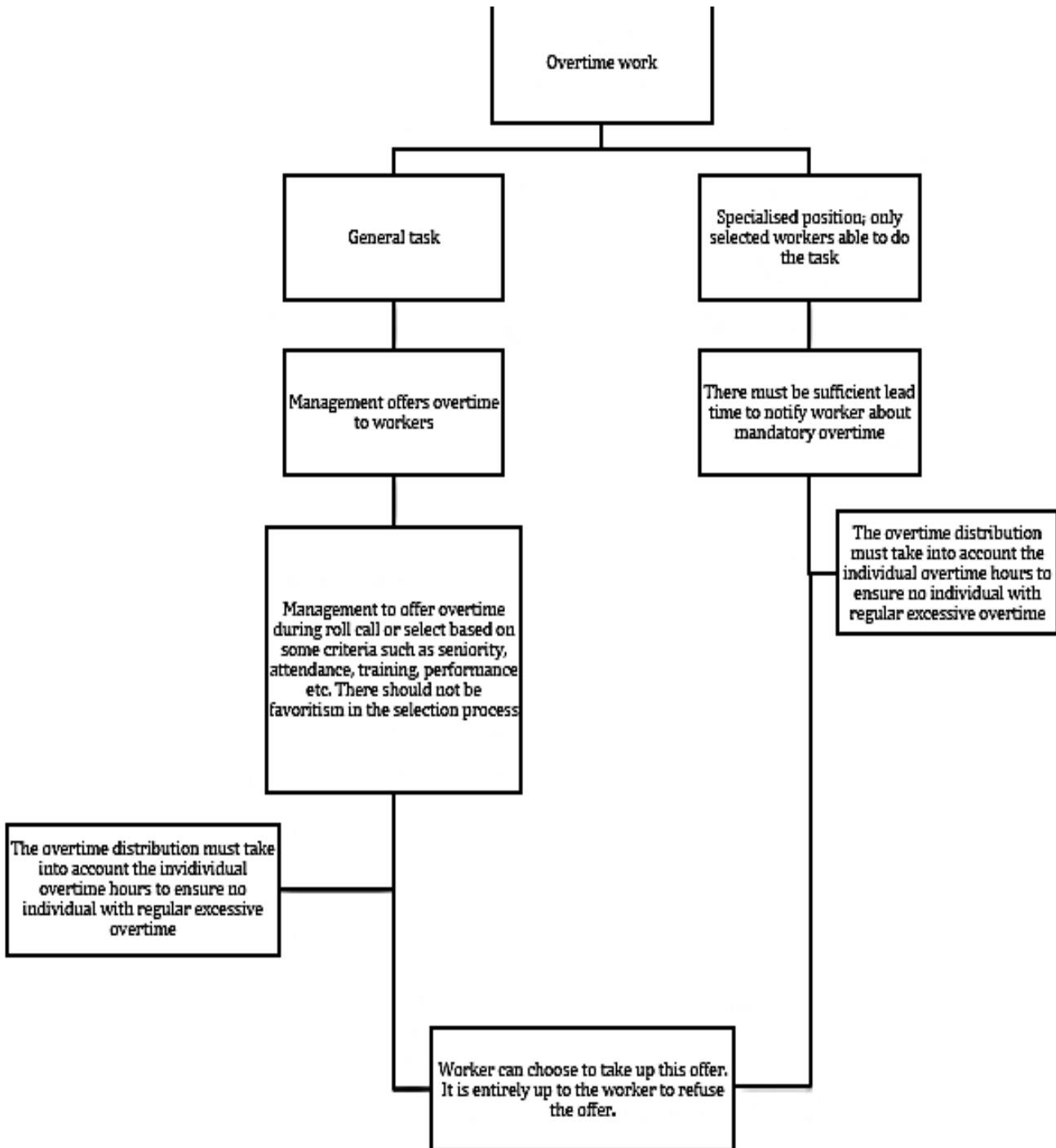




Sample Overtime Distribution Procedures



Note:

- Consent letter for overtime is an additional tool (beyond the abovementioned process) to demonstrate voluntary overtime. The underlying principle is that workers are not forced to work overtime and that the overtime is not a substitute to reach minimum wage.
- Management should keep track of the overall average and individual overtime hours and absences to ensure no individual is subject to regular excessive overtime.
- Should any overtime hours in a month exceed the allowable 104 hours, permit from the labour department is required.



Sample Overtime Distribution Procedures

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