Date	Overtime		Reasons for Overtime	Total Hours						
	From	To		Normal Working Day	Saturday (Off Day)		Sunday (Rest Day)		Public Holiday	
					Day	Night	Day	Night	Day	Night
			Total Hours	24	X1.5		5½	x1.5	6	X2

Note: * Day : 8.30am - 5.30pm * Night : after 5.30pm

1. The cut-off date for all overtime claims is on every 20th of each month. The deadline to submit to Accounts Dept. is on every 21st of each month.
2. All overtime claims must be approved by your immediate superior.

Jan 2020

24 + 5½ = 29½ X 15.28 = 450/76

6 X 20.38 = = 122/28

573.04

(180.00)

To pay ⇒ 393.04

Applicant's signature:

Date 25/1/20

Verified by (HOD):

Date 25/1/20

Approved by (CEO):

Date

HR-F03(Rev.2)4/2012