Brief	It is the policy of the Company to stipulate working hours and public holidays as per the Qatari Labor Law.
Purpose	To provide guidelines regarding work schedule and the payment of work overtime
Person Affected	All Employees
Responsibilities	All Department Managers and the Human Resources Department
Guidelines	**Work Hours:** 1. All Employees are required to work 48 Hours over 6 days a week. 2. The actual working hours during the month of Ramadan for Muslim employees shall be reduced to a maximum of six hours a day or thirty-six hours a week. 3. Working hours and rest periods must be scheduled that no employee works for more than Five consecutive hours without a break for rest, prayer and meals. The break should not be less than an hour each time during the total working hours. Rest periods are not counted within the actual working hours. 4. The working hours and rest periods shall be regulated in such a way that no worker shall be present at the workplace for more than ten hours a day calculated from the time of entering said place until the departure therefrom. The rest period shall not be calculated as part of the hours during which the worker is present at the workplace in case the work requires him to be present in the workplace 5. The Employees may not be effectively employed for more than eight hours per day unless otherwise agreed upon, provided the effective working hours do not exceed ten hours per day **Weekly days off:** Friday will be the weekly day off for all employees, however in certain circumstances an employee may be required to work on a Friday (i.e. Retail Service Centers, Call center, Hubs etc). The company may compensate this day with any other day of the week. The company will allow the employee to be discharged for his prayers. The weekly day off will not be compensated for by cash in lieu and will be at full pay and not be less than 24 consecutive hours. **Overtime Work:** Overtime is the time worked by the employee in excess of the scheduled hours Per week, based on business needs and subject to prior approval by the Department Heads and HR head. Divisions/departments for business needs may extend work schedules and require employees to work beyond their established working hours which should not exceed Twenty (20) hours per week. Any overtime should be approved as per Level of Authority (LOA), Employees on grade 5 and below are entitled to work on paid overtime basis (Except Supervisory level) and employees above grade 5 will get time in lieu or compensatory off.

	Overtime Payment: Overtime paid by the Company is calculated for each additional working hour, a wage equivalent to his due basic wage plus 25% for hours worked during the day and 50% for hours worked during the night Holiday's overtime the employee shall receive an additional wage equivalent to 150% of his normal wage and another day for rest. Any fractions of an hour are rounded off to the nearest full hour. For overtime of less than 30 minutes, no payment will be paid. Overtime of more than 30 minutes is rounded up to the next full hour. Overtime payments are made with the following month salary, and if the request has not been submitted to payroll before two (2) months, the overtime will be forfeited. **Public Holidays:** All employees in grade 5 and above working on public holidays will be granted paid leave or have days added to their leave balance, or be given time in lieu. **Time Recording:** All divisions/departments are obligated to keep accurate records of time worked for all employees either through time cards or other means (i.e. attendance registers / swipe cards). Direct Managers should inform the HR Department of any exceptions to work attendance for their respective. **Guidelines for Time in Lieu**: Time in lieu given is calculated as follows: For every hour worked will be compensated equally and will be given as off day from work and will NOT be compensated in cash. It is the responsibility of the Direct Manager to manage time In Lieu. If time in lieu will be taken along with annual leave it must not exceed two (2) months including the employee annual leave days.
General	Any exception to this policy must be approved by the HR Manager & CGM.