	<h1>Working Hours and Office Attendance Policies</h1>		Document Number: 2P-SS-05.23
	Department: Human Resource	Effective Date: November 20, 2022	Revision No 2

Scope

To provide guidance in understanding the working hours of employees within F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. to provide guidelines in the determination of work hours, rest breaks and meal periods.

Ownership

The Human Resource (HR) Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

Definition

Working hours means any period during which an employee is required to be on duty or to be at a prescribed workplace.


Working time includes:

- Official business travel
- Working lunches
- Job-related training
- Time spent at work for "on-call" purposes

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Policies


Work Schedule

1. The normal workweek for nonexempt full-time employees shall be forty-four (44) hours per week: Monday to Friday – 09:00 am to 06:00 pm and 08:30 am to 05:30 pm; Saturday – 09:00 am to 02:00 pm and 08:30 am and 01:30 pm.
 - a. except for those employees where work schedule needs to be aligned with the needs of the department, e.g. operations, warehousing
 - b. Flexible time shall be allowed the four (4) hour work schedule on Saturdays depending on the needs of the department
2. An employee shall be required to report for each and every scheduled working day or shift, to report on time and to complete all scheduled hours.
3. Employee belongings to supervisor and staff level are required to register their daily attendance through Web Bundy Clock.
4. Employees are required to key-in two (2) transactions in the Web Bundy Clock; clock-in in the morning and out in the evening.
5. A grace period of ten (10) minutes after the work schedule shall be given to employees without deduction in pay.
6. Any employee belonging to staff level who reports to work after the defined grace period shall be considered Tardy or Late and will be subjected to disciplinary action.
7. An employee scheduled to work is expected to remain on the job until completion of the last hour of the scheduled workday or shift.

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8. In case the employee cannot report for work, he shall be required to properly notify his Immediate leader:
 - a. **Vacation Leave (VL)** - at least three (3) days from the date of actual leave
 - b. **Sick Leave (SL)** - at least 1 hour from the scheduled working time
 - c. **Planned Sick Leave** - at least three (3) days from the date of actual leave (scheduled check-up, confinement, etc.)
 - d. **Emergency Leave (EL)** - leader should be informed immediately.
9. The immediate leader shall be responsible for maintaining work schedules, authorizing leaves and documenting all absences.
10. Authorized leaves shall be in accordance with benefits policies.
11. An employee shall not receive pay for unauthorized absences and may be subject to disciplinary action.
12. An employee who is absent from work without proper notice for three (3) consecutive working days may be considered to have abandoned the job and may be terminated from employment.

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Meal Periods & Rest Breaks

1. Meal period shall not be more than sixty (60) minutes or one (1) hour.
2. An employee scheduled to work eight (8) hours a day shall be permitted the meal period not sooner than the third hour and not later than the fifth hour of work.
3. The meal period is not counted as hours worked.
4. An employee shall be permitted of at least fifteen (15) minutes Rest Period. This shall be considered as working hours.
5. Rest periods shall be arranged in a manner that does not disrupt the operation of the department.
6. An employee scheduled to work at least 8 hours a day shall be permitted two (2) fifteen (15) minutes rest periods on top of the one (1) hour meal break.
7. The rest period should be taken during the working period and not at the beginning or end of it.


Rest Days

1. An employee shall be entitled to have a rest period of not less than 24 hours after six (6) consecutive normal working days.
2. Schedule of rest day shall be aligned with the needs of the department as not to disrupt the business operations.

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Tardiness

1. If an employee failed to arrive at a time set, lack of punctuality, or not arriving on time.
2. If an employee failed to report for work at least two (2) hours of his/her work schedule, this shall not be considered as hours worked and should be filed as Leave.
3. Incidence of tardiness less than two (2) hours are deducted from the employee's salary.
4. Any incidence of tardiness will be counted against the employee.
5. All employees shall be required to notify his immediate leader for tardiness.

Undertime


1. If an employee leaves the office or workplace before the prescribed time or that which is specified by the company
2. If an employee leaves the office at least two (2) hours before the prescribed time, this shall not be considered as hours worked and should be filed as Leave.
3. Incidence of undertime are deducted from the employee's salary.
4. Any incidence of undertime will be counted against the employee.
5. Undertime work on any particular day shall not be offset by overtime work on any day.
6. All employees shall be required to notify his immediate leader for undertime.

Overtime

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1. Working hours rendered beyond the eight (8) hours per day shall be considered as Overtime.
2. An employee shall be required to perform overtime work when necessary.
3. Overtime shall only be allowed if approved by the authorized parties.
4. Overtime pay shall only be applicable to staff level:
 - a. For work in excess of eight (8) hours performed on ordinary working days: Plus 25% of the hourly rate.
 - b. For work in excess of eight (8) hours performed on a scheduled rest day or a special day: Plus 30% of the hourly rate on said days.
 - c. For work in excess of eight (8) hours performed on a special day which falls on a scheduled rest day: Plus 30% of the hourly rate on said days.
 - d. For work in excess of eight (8) hours performed on a regular holiday: Plus 30% of the hourly rate on said days.
 - e. For work in excess of eight (8) hours performed on a regular holiday which falls on a scheduled rest day: Plus 30% of the hourly rate on said days.
5. An employee who failed to arrive on/or before the allowable grace period, shall not be entitled to overtime compensation.
6. A monthly **ten (10) percent** cap for overtime shall be implemented for all concerned employees.
7. Overtime should be at least one hour in duration and in fractions of 30 minutes.


Night Differential

- An employee is entitled to night differential pay when working hours is rendered between 10 pm to 6 am.

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- This shall only be applicable to employees belonging to team staff level.
- Every employee shall be paid not less than 10% of his regular pay of each hour of work.

Responsibility

The employee is responsible for:

1. Reading and understanding this policy on Working Hours and Office Attendance
2. Complying with this policy on Working Hours and Office Attendance
3. Religiously recording time in and out in Web Bundy Clock.
4. Coordinating failure to report for work with immediate leader

The immediate leader is responsible for:

1. Reading and understanding this policy on Working Hours and Office Attendance
2. Maintaining work schedules, authorizing leaves and documenting all absences
3. Monitoring attendance and punctuality


The Human Resources Department is responsible for:

1. Cascading this policy on Working Hours and Office Attendance to respective SBUs.

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Distribution

Officers, Managers, Supervisors, HR Partners

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