



# DEPARTMENT OF HUMAN RESOURCES MEDICAL TEACHING INSTITUTION



Gajju Khan Medical College / Bacha Khan Medical Complex Swabi  
(Khyber Pakhtunkhwa)

Phone: +92-938-280214

Web: [www.gkmcs.edu.pk](http://www.gkmcs.edu.pk)

Email: [gkbmc.hr@gmail.com](mailto:gkbmc.hr@gmail.com)

## OVERTIME POLICY

MTI-GKMC/BKMC, SWABI

PREPARED BY:

MR. SAAD MUMTAZ

MANAGER HUMAN RESOURCES

MTI-GKMC/BKMC - SWABI

APPROVED BY:

MANAGEMENT COMMITTEE

SUBMITTED TO:

BOARD OF GOVERNERS

MTI-GKMC/BKMC - SWABI

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A handwritten signature in black ink, consisting of a vertical line followed by a curved flourish.



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**HR MTI GKMC/BKMC OVERTIME POLICY**

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**1. PURPOSE:**

The purpose of this policy is to outline the terms and conditions that apply to compensating overtime worked by MTI GKMC/BKMC employees outside their normal working hours.

**2. Definitions:**

Overtime: Overtime is for extra hours worked, performed outside of an employee's regular work day or work week. It is work requested by and approved by a Manager or HOD of an employee.

Overtime is not extra hours worked voluntarily to enable an employee to work a flexible schedule.

Lieu Time: Lieu time is time taken off from work with pay, instead of accepting overtime pay.

**3. Application:**

This policy applies to the respective MTI GKMC/BKMC and its Allied Hospitals employees who are entitled to overtime as outlined in this policy.

**4. Roles and Responsibilities**

**4.1 Employee**

- Plan and manage your workload
- Obtain approval from direct Manager or HOD to work overtime, as described in this policy
- Accurately record and submit extra hours worked



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**4.2 Manager/HOD**

- Ensure that all overtime and time in lieu requests are approved in advance and accurately recorded
- Monitor and manage employees' workload.
- Submit requests for additional overtime or lieu time to the Dean/CEO/Hospital Director/Medical Director and Nursing Director.

**5. PROCEDURE FOR REMUNERATIVE OVERTIME**

- Working overtime should be an exception rather than a rule, Managers/HODs must ensure that overtime work is minimized.
- Overtime shall be paid or time-of granted to all employees who qualify in terms of the MTI GKMC/BKMC.
- Manager/HOD must authorize overtime work only if the work is urgent and cannot be done during normal working hours.
- The number of overtime hours required for such a task shall be agreed upon between the Manager/HOD and the employee.
- Where possible, work to be done should be stipulated beforehand indicating what needs to be done and for how long.
- Attendance registers/Biometrics must be signed by employees working overtime at the starting and finishing time and controlled by the Manager/HOD in charge.
- Records of all overtime duties should be kept.
- Sufficient funds must be available to finance overtime pay.
- It is the responsibility of Manager/HOD to ensure that overtime claimed has actually been performed and was necessary and was performed in the most cost effective manner.
- All overtime work should as far as possible be performed at the employee's normal place of work.
- Managers/HODs should look at innovative ways of reducing overtime, for example, using shifts and time- off for overtime.



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All MTI GKMC/BKMC employees are entitled to paid overtime except administrative staff, when he/she request by written instruction to the Manager/HOD or the Supervisor who is duly authorized to do so, to perform duties outside his normal working hours. All administrative staff will get a compensatory time off work the overtime they worked.

Administrative Employees and Service Staff who work more than 40 hours per week at the request of their supervisor in any given week will be paid at the rate of time and one-half their base hourly rate of pay for the hours worked in excess of 40. The expectation is that employees will be available to work weekends and/or evenings, when necessary. Employees are also expected to be flexible and adjust to changes in schedules or working schedules when communicated by a supervisor. Holiday hours are considered hours worked in computing overtime if employee is required to work the holiday.

**6. Provision for Compensatory Time**

MTI GKMC/BKMC offers administrative salaried employees compensation time when salaried employees are required to work more than 4 hours in any work week. The time may accumulate up to a maximum of 8 hours per week. Requests to use compensation time should be submitted to HOD/ Manager in the same way other requests for time off are made. Requests to use more than three (3) hours of compensation time must be made at least 3 days in advance.

Paid sick leave, personal days, compensatory time, vacation, bereavement and jury duty are not considered hours worked in computing overtime.

**7. Overtime pay calculation Form**

Annexure Attached.





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**Over Time Calculation**

Gross Salary / Month	Month (365/12) Constant	/Day (Gross Salary/30.5	Regular Hrs Monthly/ weekly	Duty performed Monthly / Weekly	Working Hr Daily	Total Duty Performed(Hr)	Monthly / Weekly		Daily	
							Over Time Hrs	Rate / Hr	Over Time Hrs	Total Over Time
21000	30.5	689	48	50	8	10	2	86	2	172
25200	30.5	826			8	10	0	103	2	207
30000	30.5	984			8	10	0	123	2	246
40000	30.5	1311			6	8	0	164	2	328
45000	30.5	1475			8	10	0	184	2	369
60000	30.5	1967			8	10	0	246	2	492
25200	30.5	826	36	40			4	103	0	413
40000	30.5	1311	36	40			4	164	0	656
30000	30.5	984	36	40			4	123	0	492
	30.5	0					0	0	0	0
	30.5	0					0	0	0	0
	30.5	0					0	0	0	0

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