

Date: 05/3/2018

No: 318

Circular No (6)

Regarding

Overtime Work System for the year 2018

To All Governmental Departments and Authorities

Greetings,

Best regards and best wishes for continuous progress and success from Human Resources Department, in pursuant to the Article No (56) of Governmental Human Resources Law for the year 2013, and the Circular No (18) for the Year 2013 in regard to the Directives of Overtime Work and in accordance with implementation results, we are very pleased to enclose to you the Overtime Work system for the year 2018, commencing of the enforcement of the above mentioned shall be from 01/01/2018. Any previous circulars in this regard shall be cancelled.

We hope everyone shall follow what has been mentioned above.

Thank you

Dr. Mohammed Abdulatif Khalifa

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Attachments:

- Overtime Work System for the year 2018

Overtime work System for the Year 2018
(Circular No. 6 for the year 2018)

First: General regulation of overtime assignment:

1. The overtime assignment shall be for any work that is to be done out of the working hours or working days designated by the government while taking into consideration flexible official working hours, extension of days and working hours system, remuneration of alternate employee, incentives and the other development systems.
2. The assignment of overtime for workers shall be in shifts basis for any work to be done out of official working hours designated for one shift.
3. Business meetings held out of the official working hours or during public holidays shall not be included within the overtime hours unless the work of the committee has connection with the performance of a specific administrative work.
4. The overtime hours can be calculated before the certified official working hours as overtime hours for the users whose work tasks requires them to attend before the official hours. These jobs shall be identified by administrative decision after the human resources has viewed them.
5. Those who occupy high leading positions, experts, counselors and those with special contracts (a) shall be excluded from the overtime remunerations. Those who occupied supervisory jobs or those assigned to do acting supervisory work to perform internal and usual tasks shall also be excluded from overtime remunerations.
6. The financial estimations regarding the overtime shall be included in the budget of the governmental entity. It is allowed to pay for this purpose only within the budget limits and the prescribed appropriations.
7. It is not allowed to combine two overtime works on the same day; it is also not allowed to combine the remuneration of an alternate employee.
8. It is not allowed to combine the rest hours and overtime, any remunerations and financial dues (like dispatch allowance) to be paid for the same work, in case of its dues the payment shall be for the highest value.
9. The new employee shall be assigned for overtime only after being appointed for the job permanently.

**Overtime work for the Year 2018
(Circular No. 6 for the year 2018)**

Second: Assignment Conditions for Overtime:

- The targeted tasks to be performed as overtime shall not be resulted from the negligence or failure or poor performance and practical efficiency of the employee or substituting an employee on vacation except the employees.
- The nature or necessity of work at the governmental department requires assigning the employee for overtime work.
- The overtime assignment shall be made by administrative decision prior to the assignment in which the nature of the assignment, its detailed justifications, the time period required to be performed and the name of the assignees shall be all mentioned. It is allowed to issue such decision later in exceptional cases that is determined by the department after the approval of the human resources department and to be approved on monthly basis.
- To get the approval of the contract and the project plan from the concerned parties in case the overtime is for the purposes of performing a specific project.

Third: Types of Overtime Assignment:

Overtime Hours	Official working hours overtime	Overtime shift	Overtime hours to perform a project
Assigning the employee to do regular work (inside or outside) out of the designated days and working hours. Internal work: to work inside the governmental entity's premises. External work: to work outside the governmental entity's premises, such as supervisor.	Assigning the employee to work during overtime period to serve the customers, supervisors. The overtime period shall be made by administrative decision in which the starting and finishing time is determined and the assigned work team is defined.	Assigning the employee to do regular work out of the certified shift hours , the assignment of doing extra works after the shift hours shall not be resulted from the delay of the assigned employee for the next shift unless for exceptional emergency.	Assigning the employee to do overtime out of the certified working hours and days for the purposes of performing the requirements of a specific project in accordance with an approved contract and plan.

Fourth: Calculation of Overtime Remuneration:

Overtime Category	Assigning Days	Remuneration Basic	Remuneration Type/ jobs	Min and Max Hrs.
Overtime Working Hours	On Regular Working Days	Remuneration Basic 1.25	Remuneration as a wage for those who occupied supporting service jobs (from grade 10 th up to grade 12 th)	Min : 1 hour Max: 3 hours for internal work and 5 hours of external work.
			Remuneration as the rest hours for those who occupied others jobs.	Min : 2 hours Max: 3 hours for internal work and 5 hours of external work.
	On Public Holidays	Remuneration Basic 1.25	Remuneration as a wage for those who occupied supporting jobs and external supervisors.	Min : 1 hour Max: 4 hours for internal work and 5 hours of external work.
			Remuneration as the rest hours for those who occupied others jobs.	Min: 2 hours Max: 6 hours for internal work and 6 hours of external work.

Official working hours overtime	On Regular Working Days	Remuneration Basic 1.75	Remuneration as a wage or a rest hour.	Min: 2 hours Max: 5 hours
	On Public Holidays	Remuneration Basic 1.75	Remuneration as a wage or a rest hour.	Min: 2 hours Max: 5 hours It is allowed to rise it up to 10 hrs. after approval from the HR

Overtime shift	On Regular Working Days	Remuneration Basic 1.25	Remuneration as rest hours	Min: 2 hrs. Max: 6 hrs.
	Assigning for full shift	Remuneration Basic 1	Remuneration as rest hours	Max and Min: as per certified shift hrs.

Overtime hours to perform a project	On regular working days and public holidays	Remuneration Basic 1.25	Remuneration as a wage or rest hours.	Min: 2 hrs. Max: 6 hrs.
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Fifth: Requirements and Regulations for Overtime:

1. The employee has to submit an approved application for overtime into Mawardna System to include the overtime in order to approve the application officially in the system.
2. The employee has to prove attendance on the overtime to calculate (the hours and days) properly. If there is no data of attendance, the system will never calculate the overtime.
3. The Human Resources Unit shall review and approve the overtime hours in accordance with the authorization from the General Manager, and to check whether the employee has done the assigned tasks in coordination with the official in charge.

Sixth: Overtime Remunerations:

The overtime and rest hour shall be calculated as follows:

Remuneration Type	Calculation Method
Overtime Hour =	$\frac{\text{Number of overtime hours} \times \text{Basic salary} \times \text{Remuneration basic (1,25 or 1.75)}}{\text{Total of monthly approved official working hours}}$ <p>Example 1: $\frac{10 \times 1,200 \times 1.25}{154} = 97 \text{ AED}$</p> <p>Example 2: $\frac{10 \times 4,000 \times 1.25}{176} = 284 \text{ AED}$</p>
One hour rest (remunerative leave) =	$\frac{\text{Number of overtime hours} \times \text{remuneration basic} \times (1.25 \text{ or } 1.75)}{7}$ <p>Examples 1: $\frac{4 \times 1.75}{7} = 1 \text{ (remunerative leave)}$</p> <p>Example 2: $\frac{6 \times 1.25}{7} = 1.07 \text{ (remunerative leave)}$</p>

2. Remuneration shall be given as rest (remunerative) leaves instead of overtime hours at the rate of one day for every 7 hours on the regular working days.

3. According to the type of the assignment and the allowed cases. The employee has the right to choose whether to be remunerated by given rest hours or by given cash remuneration for the overtime.

4. The employee is entitled use the rest hours within one year from due date as per the remuneration schedule prepared by the governmental entity, it is not allowed to add those days to their accumulated annual leave balance.

5. The maximum overtime wage shall be 50% of monthly basic salary in which the assignment has been done.

6. The claims for overtime remuneration shall be made within 3 month from the date of overtime work.

Seventh: The Responsibilities of Human Resources Unit:

The human resources units shall in coordination with the different organizational units in the governmental entity do the following:

- a. To check the attendance in Mawardna System for those who are entitled to overtime work.
- b. To check that the employee has already applied for the overtime in Mawardna System.
- c. To check that the overtime data has been entered in Mawardna System.