

How to calculate over time:-

Claiming/ payment of non-statutory over time (one and halftime the normal wages) and statutory over time (double the rate of normal wages)

Credit of time spent on leave/absence for purpose of overtime:

In case of running staff, the two-weekly limit of 104/108 hours should be adjusted in proportion to the days of absence / leave in that period. (In calculating overtime allowance, separate credit will not be given for the days of rest.)

An example is shown to give credit of time for over time:

Say, Mr. A has (deemed) rostered hours are 104 hours in a two-weekly period.

He worked 74 hours in 7 days and availed 2 days rest and 5 days leave.

His over time will be calculated as under:-

- i. Rostered hours of work during 2 weekly period – 104 hrs.
- ii. Statutory limit of work during the period – 108 hrs.
- iii. No. of hours of work he required to perform on the basis of roster during 9 days (actual working days 7 + days of rest 2)
- iv. = $104 \times 9 / 14 = 66\text{hrs}.51 \text{ mts}$ or 67 hours. (For calculating overtime work, fraction of an hour will be treated as one if it is 30 minutes or more. Fraction below 30 minutes being dropped. Where both the total hours worked by an employee and the hours that he would have put in during the period of his absence come in fractions, both the figures including fractions will be added first and rounding will be done from the total at the final stage. (R.B 's No. E(LWA) 66 HER 42 OF 17.11.66, Sl.No. ER6569/SE439/66).
- v. No. of hours of work to be performed under statutory limit during 9 days = $108 \times 9 / 14 = 69 \text{ hrs } 26 \text{ mts}$ or 69 hours.
- vi. There by no. of non-statutory overtime hours = $69 - 67 = 2 \text{ hrs}$.
- vii. No. of hours actually worked = 74 hrs.
- viii. No. of hours of OT admissible = $74 - 66.51 = 7\text{hrs } 9 \text{ mts}$ or 7 hours.
- ix. No. of non- statutory over time hours (1 ½ times) = 2 hrs. and statutory overtime hours (double) = $7 - 2 = 5\text{hrs}$.

Annexure - A

As stated above a table is prepared as how no. of non-statutory over time hours changes **proportionate** to no. of **leave / absence** days in a two weekly period.

No. of days of Leave / absence	No.of hours of work to Perform on the basis of roster	No.of hours of work to Perform under statutory limit	No. of non statutory overtime hours
Nil	104	108	4
1	97	100	3
2	89	93	4
3	82	85	3
4	74	77	3
5	67	69	2
6	60	62	2
7	52	54	2
8	45	46	1
9	37	39	2
10	30	31	1
11	23	23	Nil
12	15	15	Nil
13	8	8	Nil

Ref: R.B's No. E(Trg) 62Adj / 36 of 15.10.63, E (LL) 75 /HER /10 of 16.07.75 and E (LL) 83 /LG3/3 of 09.04.87, Sl.Nos ER 5468, 8573 and 100/87/SE379/63 and 215/75.