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BSDU POLICY FOR COMPENSATION FOR EMPLOYEES FOR WORKING BEYOND THE WORKING HOURS

1. There are many occasions where university staff are required to work beyond the working hours or on sundays/holidays in the interest of the organization. There is a need to lay down the guidelines for compensating such staff by either giving suitable remuneration or compensatory leave.
2. This policy lays down the guidelines for such compensation for persons deputed beyond working hours as follows:

(a) Employees deputed on an assignment where working hours are frequently extended

There may be cases where persons are assigned duties where working hours are frequently extended. Such employees may be given ED Pay to be decided on case to case basis.

(b) Employees asked to work beyond the working hours or on holidays

(i) When employees are asked to work beyond normal working hours i.e. after 5 pm

When employees are asked to work beyond the normal working time on adhoc basis, they will be compensated by allowing a remuneration equal to one and a half times the normal salary per hour for each hour of extra work.

(ii) When employees are asked to work on sundays/holidays

In exceptional cases some employees may be asked to report for work on sundays/holidays. In such cases, they will be compensated as follows:

(aa) When employees work for four hours or more on sundays/holidays they will be entitled to compensatory leave which should be availed within one month.

(ab) In case the employees work for less than four hours, they will be compensated as in 2(b) (i) above.

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