

**POLICY ON WORKING OVERTIME**

JBB Healthcare, LLC hereby communicates the following policy on working overtime:

Staff shall **NOT** work overtime (working more than a total of 40 (forty) hours per week (Sunday to Saturday)) unless **PRIOR** **WRITTEN** authorization is provided by the HR Manager.

**Failure to abide by this policy may result in work suspension or termination of employment.**

Date of effectivity: January 13, 2024.

Employee acknowledges awareness and understanding of this policy by signing below:

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_