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| <a href="http://WWW.UQCGLOBAL.COM">WWW.UQCGLOBAL.COM</a> | <b>SALARY PAYMENT POLICY</b>                           |
| <b>Doc. No.: UQC/POL/35</b>                              | <b>Issue No.: 01</b><br><b>Issue Date: Page 1 of 1</b> |

## **SALARY PAYMENT POLICY**

- The workweek is Monday through Saturday. The Director will determine work schedules for all employees and is authorized to alter work schedules in order to provide the best customer service in each location.
- Each employee shall maintain in-time & out-time in time cards provided by the company. These completed time cards are to be kept in a permanent file.
- Salary payments shall be made within seventh (7<sup>th</sup>) of each Month.
- Automatic deductions to salary include professional tax, provident fund and health insurance premiums when applicable.
- Overtime is any time worked over forty (48) hours per week and is paid at the rate of 2 times the regular pay rate. Employees may work overtime when so assigned by the Director.



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|------------------|-----------------------------|
|                  | <b>Approved by Director</b> |
| <b>Name</b>      |                             |
| <b>Signature</b> |                             |