Overtime & Attendance Management
《加班及考勤管理规程》

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1 OBJECTIVE 目的

In order to regulate the company's attendance and overtime management, the regulation of attendance and overtime management is specially formulated.
为规范公司的考勤及加班管理，特制定此考勤及加班管理规程。

2 SCOPE 适用范围

This procedure applies to all all regular employees, third-party dispatched employees, and consultants or service personnel of Mayoly affiliated companies within China.
本规程适用于迈优力在中国境内的所有关联公司的正式员工、第三方派遣员工以及咨询顾问或服务人员。

3 RESPONSIBILITIES 责任

Actors 行动者	Responsibilities 责任
Human Resources Department 人力资源部	Responsible to regulate, modify and explain this procedure and the forms and to monitor the implementation of this procedure. 规程及相关表格的制定、修改及解释，并负责监督本规程的执行。
Administrator of attendance system 考勤系统管理员	Responsible to make and send attendance cards to employees, to input and modify staff information, to set shift schedule, review and modify attendance records according to company policy. 制作并发放给员工考勤卡，录入修改人员信息。根据公司政策进行班次考勤时间设定、查看、修正考勤记录，核对加班、出勤。
IT Department 信息技术部	Responsible to maintain the attendance device and export monthly attendance report from the device. 负责考勤机的技术维护，导出考勤机数据。
All employees 所有员工	All overtime applications must be approved in advance and submitted in the attendance system. 加班必须提前得到批准，并在考勤系统中进行提交。

4 DEFINITIONS 定义

4.1 Overtime under standard working time type: extended working hours during normal working days or weekends and extended working hours during national statutory holidays.标准工时加班：正常工作日延长工作时间或者双休日以及国家法定假期期间延长工作时间。

4.2 Standard working time: 8 hours per day, from 9:00am to 18 :00pm, including 1 hour for lunch and break. The company may reasonably adjust the working hour of working days according to the business demands.
标准工时：每个工作日 8 小时，即 9:00am-18:00pm，其中包括 1 小时午餐及休息时间。公司可以根据经营需要合理调整工作日的工作时间。

4.3 Flexible working time: Refers to the situation that the employees whose workload are unable to measure according to the standard working time or need to be maneuvered due to the job nature and job responsibilities, after the examination and approval procedures are carried out according to the local policies, could implement flexible working time.
不定时工时：是指公司对因工作性质和工作职责的需要，其工作量无法按标准工作时间衡量或需要机动作业的员工，按所在地方政策规定办理审批手续后，可实行不定时工作制。

Employees on flexible working hours are still required to clock in and out according to company regulations (or as required by their direct supervisor using the CRM system for attendance). With work necessity and approval from their direct supervisor, they may arrange their working hours flexibly. Working more than 8 hours on a regular workday or working on weekends shall not be regarded as overtime and will not be compensated with overtime pay.
适用于不定时工作时间的员工，仍然需要按照公司的规定进行上下班打卡签到（或按照直接上级的要求使用CRM系统进行打卡签到）；在工作需要以及直接上级批准的情况下，可以灵活安排个人工作时间，正常工作日工作时间超过8 个小时的、周末工作的不视为延长劳动时间，不发加班费。

4.4 Late arrival: arrival at the working place within 30 minutes later than the commencing working time as regulated by the company (including training, meeting).
迟到：在晚于规定或约定的开始工作时间（包括会议、培训等）30 分钟内抵达工作地点定义为迟到。

4.5 Earlier departure: leaving the working place within 30 minutes earlier than the ending working time as regulated by the company (including meeting, training).
早退：在早于规定的结束工作时间（包括会议、培训）30 分钟内离开工作地点定义为早退。

4.6 Absenteeism: the circumstance in which the employee arrives at work exceed the timing limits mentioned above and doesn't present at appointed spot/post at the required time without initiating the process to ask for leave and get the approval form his/her direct line manager. The minimum calculation unit for absenteeism is 0.5 day. Late arrival, early departure more than 30 minutes but less than 3 hours is treated as absenteeism 0.5 days. Late arrival, early departure over 3 hours (excluding 3 hours) will be treated as absenteeism for 1 day.
旷工：标准工时员工超过以上定义的迟到、早退的时间限制，未在规定工作时间到指定地点/岗位工作，且没有履行请假手续并获得其直接上级批准。旷工最小计算单位为0.5 天。迟到、早退超过 30 分钟以上、3 小时以内的，按旷工 0.5 天处理；迟到、早退超过3 小时以上（不含3 小时），按旷工1 天处理。

Employees who are absent from work due to administrative penalties involving restriction of personal freedom imposed by national law enforcement agencies for any illegal acts shall be considered as absenteeism. Unauthorized absence from duty or departure from the workplace without following any leave application procedures, or failure to record attendance in accordance with the company's attendance management regulations, shall constitute absenteeism. Refusal to comply with reasonable work arrangements or reassignments by the company, or refusal to report to the designated workplace or position, shall be regarded as absenteeism.
员工因任何违法行为受到国家执法机关做出限制人身自由的行政处罚导致缺勤，构成旷工。未经任何请假手续，擅自离岗脱岗的，或未按公司考勤管理规定进行打卡记录考勤的，构成旷工。不服从公司的合理工作安排、调动，拒不到指定工作地点、工作岗位工作的，构成旷工。

4.7 Leaving the working place without permission: refers to leaving the working post, meeting, training or activities held by the company during the work time without reasons, and without noticing his/her line manager and getting the approval (applicable to all employees).
擅自脱离岗位：指工作时间内无故擅自离开工作岗位、公司举办的会议、培训或活动，并且未通知其直接上级并获得批准。（适用所有员工）

4.8 The employee under flexible working time takes leave without leave approval or does not return to work after leave is over, or fail to participate in the superior or manager arranged meetings, trainings, activities, is applicable to the above regulation of late arrival, earlier departure, leaving the working place without permission, and absenteeism.
不定工时员工未经休假审批而休假或休假结束后未返岗工作，及未能参加上级主管或经理指定的会议、培训、活动等，适用上述迟到、早退、脱岗、旷工的规定。

5 REQUIREMENT 要求

5.1 The employee under fixed working time must sign in on the attendance device. Any failure sign-in records should be reported as abnormal records.
标准工时员工上下班必须打卡记录考勤，未打卡情况需要做考勤系统异常处理。

5.2 All employee applications for overtime must be approved in advance and submitted to the attendance system with overtime approval. Between the number of hours of overtime approved in the attendance system and the number of hours of overtime checked in by employees, HR Dept. takes the shorter record as the standard to calculate the overtime.
员工申请所有加班必须提前得到批准，加班后在考勤系统中进行提交并得到加班审批。人力资源部按考勤系统中审批的加班小时数与员工加班打卡的小时数取低原则记录，并以此标准核算加班工资或调休。

6 PROCESS 过程

6.1 FLOW CHART 流程图

Not applicable for this document (N/A). 对本文件不适用。

6.2 ATTENDANCE MANAGEMENT 考勤管理

6.2.1 In the normal working days, fixed working time employee should ensure to work for 8 hours every day. If the time for lunch and break time is more than 1 hour, employee needs to expand working time to guarantee 8 hours.
标准工时员工正常工作日，员工应保证8小时工作时间，午餐及休息时间如需超过1小时，员工则应相应延长公司规定的正常工作周期，以确保8小时工作时间。

6.2.2 Arriving company after 9:00 am will be regarded as late arrival. Leaving company before 18:00 pm will be regarded as earlier departure. (This rule is applicable to fixed working time employee)
标准工时员工早 9:00 以后到达公司视为迟到，18:00 之前离开公司视为早退。

6.2.3 Standard working time employees should use the time attendance device or the time attendance method implemented by the company to record attendance when they arrive at work, leave work, go out and return. All employees' attendance is confirmed by the department assistant or specific attendance manager in the attendance system every month. They are responsible for collecting, statistics, and managing attendance records, and submit the department attendance records to the human resources department on or before the 20th of each month.
标准工时员工在上班、下班，外出及返回时均应使用考勤机或者公司届时实施的考勤方式记录考勤。所有员工考勤每月由部门助理或指定考勤负责人在考勤系统确认本部门考勤，负责收集、统计、管理考勤记录, 并在每月 20 日或指定时间前，将部门考勤记录提交到人力资源部。

6.2.4 The Company has the right to the labor contract if the employee has been absent from work total for three days without reasons or or leaves the work place without permission for

three times or above in a year.
员工在一个自然年内累计旷工 3 日及以上或擅自脱离岗位 3 次及以上，公司有权单方面解除劳动关系。

6.2.5 Except as otherwise provided in this regulation, employees under flexible working time shall arrange work and rest time according to work needs and requirements of their line manager, on the premise of ensuring the completion of work tasks. The employee shall submit work plan on time according to the company regulations and finish the daily work report in the company system. If it is necessary to stop working for various reasons, the leave application and approval procedures shall be handled in advance according to the company's prescribed procedures. If the employee fails to fill in the daily work report for 3 consecutive working days and also cannot provide a valid reason, he/she will be considered as absenteeism.
除本规程另有规定外，不定时工时员工应根据工作需要和上级经理的要求，在确保完成工作任务的前提下安排工作和休息时间。员工应按公司规定准时提交工作计划、专业推广人员应在公司系统中填写工作日报。如因各种原因需要停止工作休假的，需提前按照公司规定流程办理休假申请、审批手续。专业推广人员连续3 个工作日未填写工作日报，也未能提供正当理由的，将被认定为旷工。
If line manager or the company has arranged work, trainings, meetings or activities, the flexible working time employee shall attend as required. The violator constituting a late arrival, early leave, dismissal, or absenteeism will be punished according to the company regulations.

如上级经理或公司有工作、培训、会议、活动安排的，不定时工时员工应当按照要求的时间参加，违反者视情形如构成迟到、早退、脱岗、旷工的，将按公司规定予以违纪处理。

6.2.6 The company will regularly summarize attendance data, make statistics on employees' attendance, absence, rest and vacation information, and check and confirm with employees themselves, and employees should cooperate. If the employee raises an objection to the attendance data, he/she shall provide relevant proof. Otherwise, the data recorded in the attendance system of the company shall prevail.
公司会定期对考勤数据进行汇总，对员工的出勤、缺勤、休息休假信息进行统计，并与员工本人核对、确认，员工应予以配合。员工对考勤数据信息提出异议的，应提供相关的证明，否则以公司考勤系统记载的数据为准。

6.3 Overtime management and days off 加班管理和调休

6.3.1 Company values their employees' health, to ensure enough resting time, and does not encourage overtime, especially for the overtime during weekends and national holidays. For the fixed working time employee, if it is really necessary to arrange overtime, the employees should get the written approval from the company in advance, otherwise, it will be considered as autonomous arrangement of work and does not constitute overtime. Exceed overtime out of the standard per month shall strictly abide by the relevant national laws and regulations and the rules formulated by the company on this basis.
公司重视员工的身体健康，并确保员工的正常休息，不提倡、不鼓励员工经常加班， 特别不鼓励员工双休日或法定节假日加班。对于实行标准工时制的员工，如果确需安 排加班的，员工应在加班前得到公司的书面批准，否则为自主安排工作，不构成加班。员工每月超时工作时间应严格遵守国家相关法律法规及公司在此基础上制定的规则。

6.3.2 If need to work ovetime in normal working days or weekends due to job demands, the employee shall apply for working overtime or the department manager shall obtain the consent of the employee. Employee should fill out the < Overtime Application and Approval Form> to get his/her line manager's approval. Overtime in the factory shall be approved by factory

director. It is not counted as overtime without approval. After the approval of overtime, the employee shall apply for overtime in the attendance system according to the actual number of overtime hours signed in and get the approval of the line manager. Working overtime on normal working days: working overtime shall not exceed 3 hours per day and not exceed 36 hours in current month.
标准工时员工在正常工作日、双休日因工作需要申请加班时，应由员工本人申请，或由部门经理征得员工本人同意，由员工本人填写《加班申请及审批表》向上级经理提出申请，并由上级经理审批，工厂加班由部门经理审批，未经审批不计作加班。得到加班批准后，员工应在加班后及时按实际打卡的加班小时数在考勤系统上申请加班，并得到上级经理审批。正常工作日加班：每日加班不得超过 3 小时，当月累计加班不超过36 小时。

6.3.3 National holidays: In general, overtime during the national holidays should not be arranged. In case of unexpected matters or emergency, ovetime will be arranged following

related national regulations. For work overtime in national holidays, employee need to fill out the <OT Application & Approval Form > in advance. Overtime work on statutory holidays shall be approved by the management (CLT), Human Resources Department or General Manager (Factory Director). After the approval of overtime work, the employee shall apply for overtime in the attendance system according to the actual number of overtime hours signed in and get the approval of the line manager. The company will pay overtime according to the national regulations. Flexible working time employees working on statutory holidays shall be subject to local policies and regulations.
法定节假日：一般不安排加班，由于不可预见的突发事件影响必须安排加班的，遵照 国家相关规定执行，如需在法定节假日安排工作，应事先填写《加班申请及审批表》， 法定节假日加班需得到管理层（CLT）、人力资源部副总裁或总经理(厂长)批准，并得到审批后方可加班。得到加班批准后，员工应在加班后及时按实际打卡的加班小时数在考勤系统上申请加班，并得到上级经理审批。公司将按照国家规定给予加班费。

6.3.4 The HR Dept. takes the shorter length of the overtime records between the number of hours of overtime approved in the attendance system and the number of hours of overtime checked in by employee. If there are no sign-in records or the overtime time is wrong, the HR Dept. has the right not to confirm the overtime work.
人力资源部根据考勤系统审批与考勤系统打卡的加班小时数取低原则确认加班时间，如无打卡记录或加班时间有误，人力资源部有权不确认加班。

6.3.5 Standard working time employees are approved to do overtime on rest days, the individual and the line manager should arrange employees to take a rest without affecting normal work. The minimum unit of the rest time is 1 hour. If overtime cannot be adjusted in the current year in December, the latest effective period of implementation of remission can be postponed after the employee applies and is approved by the line manager and HR Department. Employees are allowed to work overtime on working days and statutory holidays after approval. The company can arrange rescheduled holidays upon application by employees.
标准工时制员工经批准在休息日加班，本人及部门经理须在不影响正常工作的情况下，安排员工调休，调休时间最小单位为 1 小时。12 月份加班无法在当年度调休的，经员工本人申请，并由部门经理及人力资源部审批后，实施调休的最迟有效期可以延迟。 员工经批准在工作日、法定节假日加班，经员工申请，公司可安排调休。

6.3.6 The Human Resources Department will calculate and pay overtime compensation based on the confirmed attendance records and overtime hours, and such compensation will be paid together with the salary
人力资源部根据确认后的考勤记录、加班时间计算支付加班费，并随工资发放加班费。

6.3.7 The following situations are not considered as overtime: extended working hours that have not been approved for overtime in advance according to the provisions of this manual; outings and other entertainment activities organized by the company on rest days and statutory holidays; voluntary participation in training and team building activities organized by the company during non-working hours , The company's collective welfare activities (such as collective dinners, movie viewing, etc.), entertainment activities; employees are arranged by the company on duty; employees have meal breaks during overtime; employees voluntarily

apply for early termination of paid holidays (such as maternity leave, work injury leave, etc.) return to work.
以下情况不视为加班：未按照本手册规定事先获得加班批准的延长工作时间；公司在休息日及法定节假日组织的郊游及其它娱乐活动；在非工作时间自愿参加公司组织的培训、团队建设活动、公司集体福利活动（如各种原因的集体聚餐、观影等）、娱乐活动；员工被公司安排值班；员工在加班期间的就餐休息时间；员工自愿申请提前结束依法享有带薪假期（如产假、工伤假等）返岗工作。

6.3.8 If an employee fails to fill in an overtime application and to get it approved, overtime is not considered as overtime, and the company does not pay overtime fees and does not arrange rescheduled time off. Employees cannot work overnight in the office for overtime.
员工未填写加班申请并得到审批，自行加班的，不视为加班，公司不支付加班费，也不安排调休。员工加班不能在办公室过夜。

6.3.9 The minimum overtime unit is 0.5 hour. Postpone working time less than 0.5 hour will not be reckoned, and less than 1 hour will be reckoned as 0.5 hour, and so on.
加班最小单位为 0.5 小时，延长工作时间不足 30 分钟不计加班，超过 30 分钟、不足 1 小时的按 30 分钟计算加班，以此类推。

6.4 Account of pay for OT 加班费的计算

6.4.1 Overtime of employees under standard working time in the normal working days: Hourly payment* X 150% X the number of overtime hours
标准工时员工正常工作日加班：员工本人小时工资标准（*）的 150% X 加班小时数。

6.4.2 If cannot arrange the time-off for the employees who work on weekends, company will pay for the ovetime: Hourly payment* 200% X Ovetime hours
标准工时员工无法安排调休的双休日加班：员工本人小时工资标准（*）的 200% X 加班小时数。

6.4.3 Ovetime in the national holidays: Hourly payment* X 300% X Ovetime Hours
法定节假日加班：员工本人小时工资标准（*）的 300% X 加班小时数。

6.4.4 The hourly wage standard: the fixed basic monthly salary of the employee /21.75 days /8 hours. The company's benefits, subsidies, bonus and performance are not added the monthly basis salary as the basic to calculate per hour wage. If the local policies and regulations are higher than these regulations, they shall be implemented according to the local policies and regulations.
员工本人小时工资标准为：员工每月固定发放的基本工资/21.75 天/8 小时，公司福利、津补贴以及非按月发放的奖金、绩效等不纳入小时工资标准计算范围。所在地方政策规定高于本规定的，按所在地方政策规定执行。

6.5 Other regulations 其他规定
6.5.1 When an employee work overtime too frequently, line manager and senior manager are

responsible to analyze the reasons, such as the job allocation, employee's competency and so on. If necessary, they need to report to HR Dept. for analyzing the reasons and making solutions to avoid overmuch overtime within the department.

当员工的加班频率过高时，部门经理或高级经理有责任主动分析是否存在分工不合理、员工能力不足等原因。在必要时，需通报人力资源部，分析原因，制定解决方案。

6.6 Special Terms 特别事项

6.6.1 The procedure is formulated in accordance with the law and regulations of the P.R.C. and Employee Handbook of Mayoly. Any stipulation of this procedure, which is in contradiction with the current or future law and regulations of the Chinese Government, will be subject to relevant law and regulations, without affection of other provisions of this procedure.
本规程依据中华人民共和国法律法规和公司员工手册的规定而制定，任何与现行或将来的法律相违背之处均以国家法律为依据，但不影响本规程其他条款的效力。

6.6.2 The Chinese version is the official one and English version is translated for reference to foreigners.
本规程的中文版本为正式版本，英文版本为中文版本的翻译，仅供外方人员参考。

6.6.3 Human Resources Department reserves the right of the final interpretation of the procedure.
人力资源部负责对本规程的最终解释。

7 REFERENCE 相关文件和记录

Overtime Application and Approval Form/加班申请及审批表