

# Internal Memo No.: HR-2026-002\_Guidelines on Rest Day Overtime (RDOT) Request

**Memo No.:**HR-2026-002

**Date:** July 15, 2026

**To:** All Employees

**From:** HR Department

**Subject:** Guidelines on Rest Day Overtime (RDOT) Request

To ensure proper manpower planning, approval control, and accurate payroll processing, all employees are required to comply with the following guidelines regarding Rest Day Overtime (RDOT).

## 1. Purpose

The Rest Day Overtime Request Form serves as the official document authorizing an employee to render work on their scheduled rest day. This form is the basis of the HR Department in validating and processing payment for Rest Day Overtime.

## 2. Filing Timeline

### A. Planned Rest Day Work

The Rest Day Overtime Request Form must be submitted at least one (1) to two (2) calendar days before the scheduled rest day.

The request must be reviewed and approved by the employee's Immediate Superior before the employee reports for duty.

### B. Emergency or Urgent Situations

In cases where work is required due to emergencies, urgent operational requirements, network outages, critical incidents, or other unforeseen circumstances:

Employees may report for duty on their rest day without a prior filed request, provided that they have received a direct instruction or authorization from Management or their Immediate Superior.

The corresponding Rest Day Overtime Request Form shall then be accomplished and submitted immediately after the rest day duty, preferably on the next working day.

## 3. Authorization Requirement

Employees are strictly prohibited from reporting for work on their scheduled rest day without prior authorization from their Immediate Superior or Management.

Reporting for duty on a rest day based solely on the employee's personal decision or initiative shall not be considered an authorized Rest Day Overtime.

#### 4. Basis for Rest Day Overtime Payment

The approved Rest Day Overtime Request Form serves as the official basis for HR and Payroll to process Rest Day Overtime compensation.

Accordingly:

- Attendance alone does not automatically qualify an employee for Rest Day Overtime pay.
- Employees who rendered work on their rest day without an approved or subsequently authorized Rest Day OT Request shall not be entitled to Rest Day Overtime compensation, regardless of their attendance.

#### 5. Employee Responsibility

All employees are expected to:

- Secure approval before rendering work on their scheduled rest day whenever practicable.
- Follow the prescribed filing timeline.
- Immediately complete and submit the required RDOT Request Form after emergency rest day work, when applicable.
- Coordinate with their Immediate Superior regarding all Rest Day Overtime schedules.

Failure to comply with these procedures may result in the non-processing and non-payment of Rest Day Overtime.

#### 6. Management Responsibility

Immediate Superiors and Department Heads are responsible for:

- Ensuring that Rest Day work is necessary and operationally justified.
- Authorizing employees prior to rendering Rest Day work, except during legitimate emergencies.
- Reviewing and approving RDOT Requests promptly to avoid delays in payroll processing.

#### 7. Effectivity

These guidelines shall take effect immediately and shall apply to all employees of Imperial Network Inc.

Rest Day Overtime Request Form (Annex A) shall be used for all Rest Day Overtime requests. No other form shall be accepted unless otherwise authorized by the Human Resources Department.

Strict compliance is expected from all employees. The Rest Day Overtime Request Form is an official payroll document and serves as the primary basis for HR in processing RD Overtime compensation. Failure to comply with these guidelines may result in the disapproval of the Rest

Day Overtime claim.

Annex A – Rest Day Overtime Request Form:

|                                                                                                             |  |                                                           |  |
|-------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------|--|
|                            |  | <b>IMPERIAL NETWORK INC.<br/>RESTDAY OVERTIME REQUEST</b> |  |
| EMPLOYEE NAME:                                                                                              |  | FILING DATE:                                              |  |
| POSITION:                                                                                                   |  | DEPARTMENT:                                               |  |
|                                                                                                             |  |                                                           |  |
| Applicable Date of Restday Overtime:                                                                        |  |                                                           |  |
| Purpose/Reason of Overtime:                                                                                 |  |                                                           |  |
|                                                                                                             |  |                                                           |  |
|                                                                                                             |  |                                                           |  |
| Employee's Signature:                                                                                       |  | Date:                                                     |  |
|                                                                                                             |  |                                                           |  |
| Approved by:                                                                                                |  | Noted by:                                                 |  |
| Immediate Superior                                                                                          |  | HR Department                                             |  |
| <i>Rendered Overtime will not be paid if this form is not submitted 1-2 days prior the applicable date.</i> |  |                                                           |  |

For your guidance.

Human Resource

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