

Date: June 3, 2025

To: All Employees

From: Human Resources Department

Subject: Clarifications on HR Policies and Regulations

Dear Team,

Greetings,

To enhance clarity regarding HR policies and procedures, and in response to inquiries from some employees, we would like to clarify key provisions in alignment with the Ministry of Labor laws and company regulations. Below are some of the points:

2) Overtime

In accordance with **Article (71) of the Oman Labor Law**, employees may be required to work beyond regular working hours when operational needs demand it. However, **total daily working hours (including overtime) must not exceed twelve (12) hours.**

Employees performing overtime work are entitled to additional compensation based on the time and day the work is performed:

❖ **Daytime Overtime:**

25% increase on the basic salary for hours worked beyond regular working hours during the day.

❖ **Weekends or Official Holidays:**

Either 100% of the employee's basic daily wage (i.e., double pay for that day), in addition to regular pay or One compensatory day off (as approved by the supervisor or HR).

Example:

- Basic Salary: **OMR 100/month**
- Days per Month: **30.42 days/month**
- Regular Daily Working Hours: **8 hours**
- **Per Hour Rate: $100 / 30.42 / 8 = \text{OMR} 0.410 / -$**

Normal Overtime Calculation:

Formula: $((\text{Basic} / 30.42) / 8) * 125\% * \text{No of Hours}$

Calculation: $(100 / 30.42) / 8 * 125 * 12 = \text{OMR} 6.164 / -$





Weekend Overtime

Formula: $((\text{Basic} / 30.42) / 8) * 200\% * \text{No of Hours}$

Calculation: $(100 / 30.42 / 8) * 200 * 18 = 14.793/-$

Total normal & Weekend Overtime Amount: OMR.20.957/-

Public holiday Overtime

Formula: $((\text{Basic} / 30.42) / 8) * 200\% * \text{No of Hours}$

Calculation: $(100 / 30.42 / 8) * 200 * 45 = 36.982/-$

The company reserves the right to choose between providing additional pay or compensatory leave for overtime hours worked. Overtime work is subject to employee consent.

We appreciate your understanding and adherence to these policies and procedures. For any inquiries, please contact the site management or the HR department.

Best regards,

Mahmood Al Lawati
Director of HR & Admin



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