Activity 3.5 Reading

Chapter 6 Overtime Pay

Overtime / Working on Holidays

Objective: The company has a policy that employees work only during office hours unless it is necessary to work continuously due to an emergency or urgent business needs. In such cases, the company may request employees to work overtime or work on holidays, with the consent of the employees and approval from a supervisor in advance.

1. Eligible Employees

   Employees working overtime on regular working days or holidays assigned by their superiors will receive overtime pay.

2. Overtime Payment Rate

   a) Working day: For each additional hour beyond normal working hours on a regular working day, employees will be paid at a rate of 1.5 times their regular hourly salary.

   b) Working on holidays:

   - Employees who do not receive wages on holidays will be paid at a rate of twice their regular hourly salary.
   - Employees who receive wages on holidays will be paid at their regular hourly salary rate.

   c) Overtime on holidays: For each additional hour beyond normal working hours on holidays, employees will be paid at a rate of 3 times their regular hourly salary.

Exercise A From Chapter 6 of the employee handbook, choose the correct answer for each of the following questions.

1. What does the above regulation relate to?

   a. Leave b. Bonus c. Working overtime d. Taking sick leave

2. What is required prior to working overtime?

   a. The consent of employee b. A supervisor's approval
   c. The president's approval d. Both a and b

3. Sukit is a full-time engineer at this company. If he comes to work at night during Songkran Festival, what overtime payment rate will he get?

   a. 0.5 b. 1 c. 2 d. 3

LIVEWORKSHEETS

Activity 3.6

Shift Work Table

ในงานบริการซึ่งต้องมีการให้บริการอย่างต่อเนื่องนั้น ก็จะมีการปฏิบัติงานเป็นกะ หรือเป็นช่วงเวลา ซึ่งภาษาอังกฤษ ใช้คำว่า *Day shift* (ช่วงเวลาทำงานกะในช่วงกลางวัน) และ *Night shift* (ช่วงเวลาทำงานกะในช่วงกลางคืน)

Bookstore Weekly Schedule **Week : May 1-7**

	Sun 5/1	Mon 5/2	Tue 5/3	Wed 5/4	Thu 5/5	Fri 5/6	Sat 5/7
Bourne, M.	9am-6pm	9am-6pm	9am-1pm				
Brown, M.	11am-8pm	11am-8pm	7am-11pm		9am-6pm	9am-6pm	
Gatsby, A.		11am-8pm	11am-8pm				
Gordon, A.				11am-8pm	11am-8pm	7am-11pm	
Hender, V.							
Lawson, N.		11am-8pm	11am-8pm	7am-11pm			
Shiro, I.					9am-6pm	9am-6pm	9am-1pm
Smith, T.	9am-6pm	9am-6pm				9am-6pm	9am-6pm
Talbot, P.						9am-6pm	9am-6pm
Tate, L.				9am-6pm	9am-6pm		
Vasquez, A.	11am-8pm	11am-8pm	7am-11pm				

Exercise A **Look at the above weekly work shift timetable and answer the following questions. Circle the correct answers.**

1. How many employees are in this bookstore?
   a. 9 b. 11 c. 15 d. 18
2. What should be the opening hours of this bookstore on Monday?
   a. from 10 am to 10 pm b. from noon to midnight
   c. from 9 am to 8 pm d. from 9 am to 6 pm
3. Who is available in the week of May 1-7?
   a. Tate, L. b. Smith, T. c. Hender, V. d. Shiro, I.
4. During the period from May 1-7, how many days will Brown, M. work for?
   a. 1 days b. 3 days c. 5 days d. 7 days
5. During the period from May 1-7, which person will work for two days?
   a. Smith, T. b. Tate, L. c. Shiro, I. d. Vasquez

LIVEWORKSHEETS

Activity 3.7 Employee Benefits

Employee benefits แปลว่า สิทธิประโยชน์ที่พนักงานภายในบริษัทหรือองค์กรจะได้รับ

TCD provides a competitive benefits program to all employees. The following list of benefits programs is available to our employees.

- ✓ Health Check (การตรวจสุขภาพประจำปี) / Dental Check (สิทธิประโยชน์การทำทันตกรรม)
- ✓ Provident Fund (เงินสนับสนุนเข้ากองทุนสำรองเลี้ยงชีพ) / Stock Option Plan (สิทธิประโยชน์การให้พนักงานถือครองหุ้นของบริษัท)
- ✓ Other benefits (สิทธิประโยชน์อื่น ๆ)
- ✓ Paid Holidays / Educational Reimbursement (เงินช่วยเหลือด้านการศึกษา) / Employee Referral Bonus (เงินพิเศษสำหรับการแนะนำพนักงานให้กับบริษัท) / Marriage Financial Aid (เงินช่วยเหลือในพิธีสมรส) / Funeral Financial Aid (เงินช่วยเหลือในพิธีศพ) / Costco Membership (บัตรสมาชิกห้าง Costco)

For further information and details, please contact Human Resources Department.

Exercise A Read the above employee benefits and write *True* or *False* for each of the following statements.

_____ 1. Piti will get married next month, so he will get Marriage Financial Aid.

_____ 2. Sukanya's father got an accident and passed away yesterday; therefore, the company will provide her with Funeral Financial Aid.

_____ 3. TCD's employees get the membership card of Costco supermarket.

_____ 4. Roger will get party benefits from the company for his 10th wedding anniversary celebration.

_____ 5. Dental Check is not included in the employee benefits package.

LIVEWORKSHEETS