

2. Benefits	
2.14 Extra Duty Allowance (EDA) Policy	
Owner	People & Organization
Approved By	CPO, CFO & CEO
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2.14 Extra Duty Allowance (EDA) Policy

Jazz follows a 40-hour working week for majority of its functional streams. However, due to business needs, you may be required to work on gazette / public holidays and may qualify for an additional remuneration.

Features:

- 2.14.1.1 The policy applies on non-managerial (L1I & L2) workforce, required to work on a weekend / gazette / public holiday.
- 2.14.1.2 Occasional work requirements on weekends or late sitting would not qualify for Extra Duty Allowance (“EDA”).
- 2.14.1.3 EDA will have to be approved by Line Manager, HOD and HRBP by email.
- 2.14.1.4 EDA approval email with employee information will have to be shared with Payroll Dept. before 15th of the month to include in that month’s payroll.
- 2.14.1.5 Compensatory leave in the following week is recommended as an offset to EDA, in alignment with the line manager in case of late sitting and working on weekend.
- 2.14.1.6 Project based EDA to be charged to relevant project cost.

Entitlements

- 2.14.2.1 If you are required to work for a minimum four (4) working hours on a weekend / gazette / public holiday you can claim Rs. 2500/- as EDA inclusive of meal allowance.
- 2.14.2.2 If you are required to work on Eid day, you can claim Rs. 5000 (inclusive of meal allowance) each for the first, second & third day of Eid (including non-Muslim festivals) as per Gov. Notification.
- 2.14.2.3 Employees working on roster-based schedules are not eligible for EDA.

Useful Note:

- People managers are expected to plan work appropriately to minimize extra duty situations as much as possible.

