

**Willis Towers Watson Philippines, Inc.
Benefits Questionnaire**

Conditions of Employment

A. Probationary Period

Employee Category:

	MANAGERIAL	SUPERVISORY	RANK & FILE					
1. With probationary period (yes/no)?	No	No	Yes					
2. Maximum period in number of months:	N/A	N/A	3 MONTHS					

B. Working Days

Note: please enter time in 24-hour format (e.g., 3pm should be entered as "15:00" OR 7am should be "7:00")

1. Working hours per week:	40 hours	
2. Regular work schedule:	From: 8:00 AM	To: 17:00 PM
3. With shift schedule (yes/no):	No	
4. For those with shift schedule, please provide details below:	Description of covered employees:	
	First Shift From: To:	
	Second Shift From: To:	
	Third Shift From: To:	

C. Overtime Rate Schedule

1. Overtime Rates (as a percentage of regular hourly rates):

	First 8 Hours	In Excess of 8 Hours
Regular Work Day	0.00%	1.25%
Rest Day	130.00%	169.00%
Special Holiday	130.00%	169.00%
Special Holiday falling on a rest day	150.00%	195.00%
Regular Holiday	100.00%	160.00%
Regular Holiday falling on a rest day	160.00%	238.00%

2. Divisor used in computing daily rate (e.g., 262 days, 250 days):

22 DAYS

**Willis Towers Watson Philippines, Inc.
Benefits Questionnaire**

D. Overtime Allowances

Employee Category:								
1. With provision for overtime allowances (yes/no)?								
2. Eligible for an OT meal allowance (yes/no)?								
a. Regular Work Day								
i. Minimum overtime hours required before an employee becomes eligible for a meal allowance?								
ii. Meal allowance amount:								
b. Rest day/holiday								
i. Minimum overtime hours required before an employee becomes eligible for a meal allowance?								
ii. Meal allowance amount:								
2. Eligible for OT transportation allowance (yes/no)?								
a. Regular Work Day								
i. Minimum overtime hours required before an employee becomes eligible for a transportation allowance?								
ii. Work beyond _____ pm:								
iii. Transportation allowance amount:								
b. Rest day/holiday								
i. Minimum overtime hours required before an employee becomes eligible for a transportation allowance?								
ii. Work beyond _____ pm:								
iii. Transportation allowance amount:								
3. With combined meal and transportation allowance (yes/no):								
a. Regular Work Day								
i. Minimum overtime hours required before an employee becomes eligible for an overtime allowance?								
ii. Work beyond _____ pm:								
iii. Overtime allowance amount:								
b. Rest Day/Holiday								
i. Minimum overtime hours required before an employee becomes eligible for an overtime allowance?								
ii. Work beyond _____ pm:								
iii. Overtime allowance amount:								

E. Night Shift Premium

Note: please enter time in 24-hour format (e.g., 3pm should be entered as "15:00" OR 7am should be "7:00")

1. Please provide details regarding the company's night shift differential premium rate policy (as a percentage of hourly rate)

	From	To	Night Shift Rate
Applicable time 1			
Applicable time 2			
Applicable time 3			