

**15. OVERTIME**

It is agreed that:

- a. Overtime shall be paid to officers authorized to work beyond normal working hours.
- b. Where authority to perform overtime has been granted, time-off in lieu of payment should not apply except where the staff and Line Managers have mutually agreed.
- c. The normal working hours for the purpose of claiming overtime shall be 40 hours per week.

**16. BURIAL ALLOWANCE**

In the event of an employee's death, or member of his immediate family, burial allowance will be granted to the employee or his/her family to assist the bereaved in meeting burial and incidental expenses. The Company will provide transport for the deceased employee, to the place of burial in addition to the burial allowance.

The burial allowance shall be paid as follows:

Categories	Kshs.	Transport
Employee	50,000	-
Spouse	20,000	Kshs 7,000
Child	15,000	Kshs 7,000

The Company shall in addition meet mortuary fees for a maximum of fourteen (14) days for the employee and seven (7) days for the dependant at the approved medical facilities.

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## 17. PER DIEM/NIGHT SUBSISTENCE ALLOWANCE WHILE ON DUTY WITHIN KENYA

The rate of per diem for employees travelling on duty applies to all nights spent away from the duty station including the period of the journey and has been revised as follows:

RANGE	ZONE	TOWNS	KSHS
4	A	Nairobi, Mombasa, Kisumu, Malindi, Kilifi, Lamu, Kwale	4,000
	B	Nakuru, Nyeri, Eldoret, Kericho, Kakamega	3,500
	C	All other areas	3,000
5	A	Nairobi, Mombasa, Kisumu, Malindi, Kilifi, Lamu, Kwale	3,500
	B	Nakuru, Nyeri, Eldoret, Kericho, Kakamega	3,000
	C	All other areas	2,500

## 18. SUBSISTENCE ALLOWANCE WHILE ON DUTY OUTSIDE KENYA

The rates of per diem/subsistence allowance for staff on official duty outside Kenya are as set out in the relevant personnel circular.

Maintenance and out-of pocket allowances which are determined by reference to the per diem/subsistence allowance rates will be assessed on the basis of the new rates.

## 19. RISK ALLOWANCE

This allowance is paid to riggers who work up on a mast tower of at least 13 meters above the ground on installation of an antenna, antenna feeder, fitting aircraft warning lights or painting.

In addition, staff who are called upon by their Line Manager to restore service at night in emergency cases will be paid this allowance.

The rate will be Kshs.3000/= per month.

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