



## 2.6 Lieu Time Policy

### Intent

This policy is intended to communicate the procedures and guidelines associated with time off in lieu of overtime pay.

### Scope

This policy applies to all salaried management employees always and without exception.

Unionized employees shall adhere to their current Collective Agreement for policies governing lieu time. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

### Guidelines

Lieu time applies to salaried management employees who are required to work extra hours due to extraordinary circumstances. The use of lieu time is not designed to create flexible schedules, e.g. working through lunch to leave early, etc.

- Lieu time will not be granted for any claimed period of less than one full hour in a workday.
- All lieu time must receive management approval before it is worked. Failure to obtain appropriate approval shall disqualify any eligibility to accumulate lieu time.
- Lieu time must be documented for payroll purposes.
- Lieu time should not be required to complete regular job functions on a daily, weekly or monthly basis, it is an occurrence that should only happen in extraordinary circumstances. Consequently, no employee should have lieu time hours accrued in the regular performance of their position.
- Paid time off must be taken within one month of the week in which the lieu time was earned.
- If an employee's job ends before he or she has taken the paid time off, the employee must be paid for all unused lieu time.

The employer will adhere to all federal and provincial laws, regulations and required compliance acts that apply to this policy.

### RELEVANT DOCUMENTS

Lieu Time Authorization Form