

2.6 Lieu Time Policy

Intent

This policy is intended to communicate the procedures and guidelines associated with of 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.

- When requesting Lieu Time Gained you must provide appropriate comments describing the extraordinary circumstances that have caused the requirement for the request.
- Managers are NOT authorized to approve any Lieu Time Gained unless the reason is included in the comments of the request.
- 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. It is the shared responsibility of the employee and the employee's manager to ensure this is managed appropriately.
- To request use of your lieu time balance you will also need approval. You will follow the same process as above however under the "Reason" drop down menu you will choose "Lieu Day Taken".
- 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 General Manager must take responsibility for all Lieu Time Liability and work with employees and their Managers to ensure that Lieu Time Gained is taken within the month that it is earned.

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