



Procedure	Number of Pages	Date(s) of Amendment
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Approval of Compensatory Leave/Time in Lieu		

Procedure

1. As approved by the General Manager, supervisory staff may work and/or request their staff to work overtime during peak periods.
2. All overtime must be approved in advance. Working during meal breaks or rest periods is not considered overtime. Employees are entitled to two rest periods during the day.
3. Overtime shall be recorded on either the Payment for Overtime or Approval for Compensatory Leave/Time in Lieu forms.
4. On a bi-weekly basis, on the Friday that does not coincide with a scheduled pay deposit, any employee who has worked an approved period of overtime during the previous two weeks shall provide their supervisor with a completed Payment for Overtime and/or Approval for Compensatory Leave/Time in Lieu form identifying the total overtime hours worked that period.
5. As agreed, overtime may be taken as time in lieu or paid. Payment and time shall be recognized at the rates included in the Collective Agreement or Union-Exempt Handbook, whichever is applicable. The Application for Leave form must be completed and approved prior to taking the leave.
6. Employees shall not carry over more than 35 hours of overtime from one year to the next year. Excess hours shall be paid out as overtime pay.