LIEU/FLEX TIME POLICY

[Organization Name] believes in work-life balance and giving employees the opportunity to take time off to relax and recharge after busy operational times where the workload may be higher. The organization allows employees to accrue banked hours when they work above their typical number of hours in a week. These lieu/banked hours will be handled and compensated according to the Ontario *Employment Standards Act* (ESA).

Note: the maximum hours employees may accumulate is XX in one week. Any hours worked above 44 may only be worked with the written approval of the (Insert Person). Employees who fail to respect these guidelines will be subject to corrective action.

Definitions:

“Lieu time” or banked time refers to taking extra time off work instead of being paid for working overtime.

“Overtime” is defined as any hours worked above 44 in one work week.

Policy:

[Organization Name] may at times request that employees participate in a banked time off program. Similarly, employees may wish to volunteer to work extra hours in order to bank time to be taken later.

This is subject to employee agreement and will be noted either electronically or in writing if it is agreed-upon.

Procedures:

* All extra/overtime hours must be authorized by a supervisor/manager in writing in advance of being worked. Employees who do not gain approval may be subject to corrective action.
* The lieu time must be documented for payroll purposes.
	+ Employees and supervisors are accountable for documenting lieu time.
* As much as possible, lieu time must be used in the pay period in which it is accumulated.

Overtime Versus Extra Time

Hours worked above an employee’s regular hours but less than 44 hours per week will be banked as straight/extra time. Any hours worked above the overtime threshold of 44 hours will be banked as time and one half/overtime in relation to an employee’s usual rate of pay.

Time Bank

Banked time must be taken within three months of the week in which it was earned. On occasion, [Organization Name] may request that an employee take this time at a later date. With the employee’s agreement, this time away may be taken within 12 months of when the time was earned.

Termination of Employment

In the event that the employee is separated from [Organization Name] before they have taken the extra time, the employee will receive the hours banked on their final pay cheque.