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## HOURS OF WORK AND OVERTIME

[Organization Name] is committed to ensuring that all employees are compensated, at minimum, as per the standards outlined in Newfoundland and Labrador’s *Labour Standards Act*.

DEFINITIONS

Overtime is defined as any hours worked above 40 in one work week.

POLICY

At [Organization Name], a work week typically consists of (Insert #) hours for full time employees.

Employees must be granted 24 consecutive hours off work in each week of employment. Where possible, the day off should be a Sunday.

[Organization Name] employees will at times be requested to work hours above their usual hours of work. For the purposes of this policy, hours worked beyond an employee’s usual number of hours but below the overtime threshold of 40 hours weekly will be paid in straight time.

Hours worked beyond the overtime threshold of 40 hours will be paid at a rate of time and one half the employee’s usual rate of pay.

All overtime hours must be authorized by a supervisor/manager in advance of being worked. In the event of an emergency, the hours may be worked but a manager/supervisor must be informed as soon as possible. Failure to adhere to these guidelines will result in progressive discipline.

Exemptions to overtime may be granted where an employer approves a written request from 1 or more employees to switch shifts.

Managers and Supervisors

Note that at [Organization Name], managers and supervisors are not generally entitled to overtime pay, specifically if they perform other tasks only on an irregular or exceptional basis.

Overtime Banking

If [Organization Name] and the employee agree, an employee may receive time and a half of paid time off work for each hour of overtime worked.

For time banked above an employee’s regular hours, up until the overtime threshold, time will be banked as straight time. For any hours worked above the overtime threshold of 40 hours, these hours will be banked as time and one half in relation to an employee’s usual rate of pay.

Banked time must be taken within three months of the week in which it was earned. If [Organization Name] and the employee agree, the time may be taken later, but must be taken within 12 months of when the time was earned.

In the event the employee is separated from [Organization Name] before they have taken the extra time, the employee will receive the hours banked within 7 days of termination.