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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 PEI’s E*mployment Standards Act*.

DEFINITIONS

Overtime is defined as any hours worked above 48 in one work week.

POLICY

At [Organization Name], a work week consists of (Insert #) hours for full time. Employees are entitled to a thirty-minute unpaid break for every five consecutive hours of work.

[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 48 hours weekly will be paid in straight time.

Any hours worked beyond the overtime threshold of 48 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 corrective action.

Banked Overtime

[Organization Name] employees may participate in a time in banked overtime (paid time off) if the employee requests it in writing and if it is agreed-upon by [Organization Name]. For banked time, [Organization Name] must provide the employee one and one-half hours of paid time off work for each overtime hour worked.

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 takes 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.

In the event 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.