



Time-in-Lieu Procedure Policy

Purpose

The time-in-lieu procedure policy is intended for all NUSU employees who amend their office hours or complete authorized work outside the regular hours of operation.

Pursuant to Ontario regulation #285(8), employees in a Managerial or Supervisory role are exempt from the overtime provisions of the *Employment Standards Act of Ontario* (2000); however, at the discretion of the Board of Directors, Executives shall be able to incur time in lieu of overtime pay.

A summary of time-in-lieu incurred and used will be provided to the Board of Directors at each monthly meeting of the Board.

Executive Approval

Approval for all incurring and usage requests will require a simple majority vote of the entire Executive Committee. For clarity, the individual making the request counts as the first of three (3) votes necessary for approval.

Incurring

1. Time-in-Lieu is incurred if it is after hours (8:30am-4:30pm) during regular work days (Monday-Friday excluding Holidays), and anytime on weekends. It must exceed the required working hours outlined in the employee's contract. Time-in-lieu is incurred at a rate such that every hour (1) worked is equal to one-and-a-half hours (1.5) of time-in-lieu.
2. Reasons to incur time-in-lieu include but are not limited to conferences, after-hour meetings, events, or other reasons that shall be brought to the Executive Committee.
3. The employee shall request to incur time-in-lieu via email to the Executive Committee prior to the event for authorization with a 48-hour courtesy notice. When responding to the email, the Executive Committee must not include the requesting employee in the message until a final decision has been made. At this point, any non-requesting Executive will inform the requesting employee of the decision via email, copying the remainder of the Executive Committee in the response. If a request is denied, a written explanation from the Executive



Committee must be given to the employee.

4. If the employee's pre-authorized time-in-lieu for an event exceeds the original amount, the employee may retroactively request for additional hours via email to the Executive Committee for approval. However, approval is not guaranteed. A written explanation must be given to the employee if the request is denied.
5. For time-in-lieu incurred during conferencing, the conference agenda will be brought to the Executive Committee and the Administrative Assistant to be reviewed prior to the conference. The Administrative Assistant will review the agenda and assign the appropriate amount of hours for time-in-lieu. The Executive Committee will then vote on this suggested number of hours based on their review of the conference agenda. For clarity, the Committee can approve, reject or amend the suggestion made by the Administrative Assistant.
6. For events where more than one (1) and up to three (3) Executives are incurring time-in-lieu (i.e. conferences, Board meetings, etc.), the request can be made omnibus. The rationale for this is to improve efficiency while still ensuring that there will be at least two other non-requesting Executives able to approve the request. This operates under the assumption that the person making the request acts as the first approval for the Executive committee.
7. The approval of time-in-lieu will be recorded into a Google document shared with the Executive Committee. The incurring section of the document will be edited by the President and the Vice-President Finance (or delegate).

Usage

1. Requests for usage are to be sent via email to the Executive Committee for approval before the time-in-lieu is taken with a mandatory forty-eight (48) hour notice. Should a personal emergency arise and time must be taken without prior approval, time-in-lieu may be approved after the fact. However, approval is not guaranteed. The Executive Committee is to follow the same process (as outlined in point 3 above) for the approval of incurring time-in-lieu.
2. Time-in-Lieu cannot be used to exceed two (2) consecutive days off. This does not include Fridays and the immediate Monday following.
3. Time-in-lieu can be used by staff members up to six (6) months after it has been incurred. For Executives, all time-in-lieu incurred throughout their one-year term will expire on the final day of their term.



4. Given that the usage period exceeds the three-month window allotted in the *Employment Standards Act of Ontario* (2000), Employees will not be paid out for any unused banked time at the end of their term.
5. Once a request is approved, the employee must update their calendar accordingly within forty-eight (48) hours of being notified.
6. The usage of time-in-lieu will be recorded into the previously mentioned shared Google document. The usage section of the document will be edited by the Vice-President Governance and Legal Affairs, the Vice-President Services, and the Vice-President Communications (or delegate).

Statutory Holidays

Any hours approved to be worked by the NUSU Executive Committee on a Statutory Holiday will be added to an employees' vacation day total. For clarity, the Executive Committee will have the discretion to approve whether a full day is granted or a half day based on number of hours worked on the statutory holiday. Furthermore, although employees are technically allowed to request to be paid out on their next pay cheque, it is highly recommended not to do so due to the nature of the corporation (having limited access to funds during the summer period).

Approved by the Board of Directors – July 26th, 2016
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