

NIPISSING UNIVERSITY STUDENT UNION



Time In Lieu Policy

Approved by the Board of Directors on: July 26th, 2016
Amended by the Board of Directors on: April 11th, 2022

**I. PREAMBLE**

NUSU makes a practice to grant time-in-lieu instead of paying employees directly for hours worked outside of their contracted hours. All employees must come to an agreement with their direct supervisor in writing that states that they would incur time-in-lieu instead of overtime pay.

The purpose of this policy is to outline the time in lieu procedure that is intended for all NUSU employees who amend their office hours or complete authorized work outside the regular hours of operations.

Pursuant to Ontario regulation #285 (section 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. At the discretion of the Executive Committee, full-time employees in managerial or supervisory positions can incur time in lieu of overtime pay.

II. EXECUTIVE APPROVAL

Approval for all incurring and usage requests will require a simple majority vote of the entire Executive Committee. In the case of the individual making the request being an Executive, they count as the first of three (3) votes necessary for approval.

III. INCURRING

1. Time-in-Lieu is incurred if it is after hours (8:30 am - 4:30 pm) during regular workdays (Monday-Fridays; excluding Holidays), and any time on weekends. The only exception is for executives from September to April, who can incur time-in-lieu at any time if outside their scheduled office hours.
2. If hours worked in any given week exceed the required working hours outlined in the employee's contract, time-in-lieu is incurred at a rate such that every one (1) hour worked is equal to one (1) hour of time-in-lieu. If time-in-lieu incurred also exceeds the threshold outlined in the *Employment Standards Act of Ontario* of forty-four (44) hours, time-in-lieu is incurred at a rate such that every one (1) hour is equal to one-and-a-half (1.5) hours of time-in-lieu.
3. 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.
4. The employee shall request to incur time-in-lieu via BambooHR to the Executive Committee prior to the event for authorization with a 48-hour courtesy notice. If a request



is denied, a written explanation from the Executive Committee must be given to the requesting employee via email.

5. If the employee's pre-authorized time-in-lieu for an event exceeds the original amount, the employee may retroactively request 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.
6. If the employee's pre-authorized time-in-lieu for an event did not meet the requested original amount, for reasons such as an after-hours meeting ending early or being cancelled, the employee must notify the Executive Committee. The Vice-President Finance & Administration will rectify the requested time-in-lieu in BambooHR to reflect the actual amount of time-in-lieu that was incurred.
7. 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 individual.
8. The approval of time-in-lieu will be recorded in BambooHR, where all members of the Executive Committee have administrative access. The approval shall go in the following order: Vice-President Student Life, Vice-President Advocacy & Awareness, President, Vice-President Finance & Administration. Once the Vice-President Finance & Administration gives the final approval of the requested time-in-lieu, he or she must apply the requested amount to the individual's overall time-in-lieu bank. If it is the Vice-President Finance & Administration that is seeking approval of incurring time-in-lieu, then the President will update the Vice-President Finance & Administration's overall time-in-lieu bank.

IV. USAGE

1. Requests for usage are to be submitted through BambooHR for the Executive Committee to approve before the time-in-lieu is used, with a mandatory minimum forty-eight (48) hours 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 email the requesting employee with a written explanation if the request to use time-in-lieu is denied.



2. Time-in-lieu may only be used within the fiscal year that it was incurred. All employees, Executives, and staff will be paid out for any unused or excess banked time-in-lieu at the end of their term, contract, or fiscal year.
3. If employment ends before the paid time off is taken, under section 22(7) of the *Employment Standards Act of Ontario*, the employee will be paid the overtime hours that were worked in accordance with section 11(5) of the *Employment Standards Act of Ontario*.
4. Once a request is approved, the employee must update their calendar accordingly within forty-eight (48) hours of being notified.
5. The usage of time-in-lieu will be recorded into the previously mentioned BambooHR software. Once the requested use of time-in-lieu has been approved by all executives via BambooHR the software will automatically update the employee's time-in-lieu bank.

V. STATUTORY HOLIDAYS

1. Any hours approved to be worked by the Executive Committee on a Statutory Holiday will be added to an employee's vacation day total. The Executive Committee will have the discretion to approve whether a full day is granted or a half-day based on the number of hours worked on the statutory holiday. The Executive Committee will inform the employee in writing via an email for the approval of incurring vacation days, half-days, or lack thereof. The Vice-President Finance & Administration or the President will add the approved vacation days to the employee's vacation time bank on BambooHR.
2. Furthermore, although employees are technically allowed to request to be paid out on their next paycheck, it is highly recommended not to do so due to the nature of the corporation (having limited access to funds during the summer period).

VI. INCOMING EXECUTIVES

1. Incoming executives can start accruing time-in-lieu during their shadowing period, prior to the start of their term. This can include but is not limited to, attending transitional meetings with members of the current Executive Team, sitting in on committee meetings that the incoming executive is expected to become a member of once their term begins, or attending NUSU related events where they are actively shadowing members of the current Executive Committee.
 - 1.1. This does not apply to incoming executives that are elected during a Fall by-election. Incoming executives that are elected during a Fall by-election will



sign a separate contract that allows them to begin working and learning the roles and responsibilities of their position, but does not note them as being an officer of the corporation or has the name of their elected position in the job title. This separate contract must end on the date of the Fall AGM. Once the incoming executive that ran in the Fall by-election is ratified at the Fall AGM, they will officially begin their term and can sign the respective executive contract with their elected job title and is now an officer of the corporation.

2. Incoming executives will note all hours of shadowing that they have completed prior to the start of their term and submit it in writing via email to the current Executive Committee
3. The current Executive Committee is responsible for verifying the amount of time that the incoming executives have earned and ensuring that those times will be reflected in the BambooHR software once their term commences.