



RM of Loon Lake #561

Policy Type:	Human Resources
Policy Title:	Overtime and Banked Time Policy
Policy Number:	900-02

Authority:	The Employment Standards Regulations Section (12)(14)
Council Resolution #	314/20

### **Overtime and Banked Time**

For hourly employees, overtime shall be paid according to *The Saskatchewan Employment Act*.

Employees cannot work overtime unless approved by immediate supervisor.

Full-time employees have the option to bank additional time worked over 40 hours per week to a maximum of 120 hours providing they have signed a *Time Bank Agreement Appendix A*.

Banked hours may be taken off during regular working hours upon permission of immediate supervisor. In the case of the Public Works Foreman the immediate supervisor shall be the administrator.

Employee may request payment of banked hours during any pay period.

Administrator is not entitled to overtime and banked time.

### **Effective Date/Repeal**

This policy will come into effect on January 1, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to overtime and banked time that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by resolution of Council.

# RM of Loon Lake No. 561 Time Bank Agreement Overtime and Banked Time Policy 900-02 Appendix A

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It is agreed between:

\_\_\_\_\_ of \_\_\_\_\_  
Employee Name Employee Address

AND

Rural Municipality of Loon Lake No. 561 of Box 40, Loon Lake, SK

## **Bank Time Establishment**

The employer and employee agree to establish a time bank so that the employee may bank additional hours on the following basis:

- Each additional hour will enter the bank at regular time and can be banked to a maximum of 120 hours.
- Each hour taken from the bank must be used during the employee's regularly scheduled work hours subject to the approval of the immediate supervisor. In the case of the Public Works Foreman the immediate supervisor shall be the Administrator.
- In the absence of mutual agreement, the employer may schedule banked time use with at least one week's written notice.
- The employee may request a payout of the bank time on the next regular pay date.

## **Time Bank Cancellation**

The employer and the employee can cancel a time bank by providing written notice of cancellation one pay period or more in advance. In the event of the cancellation:

- The employer will pay out any unused bank time or the employee may take time off no later than the end of pay period following the cancellation notice period with the approval of his/her supervisor.
- If the cancellation is due to the employee's employment being terminated, then the employer shall pay to the employee any unused bank time pay within 14 days of the employee's last day of work.

## **Agreement Governed by The Employment Standards Regulations**

This Time Bank Agreement is authorized by and includes additional provisions contained in Section 12 & 14 of *The Employment Standards Regulations*.

Dated this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Employee