AP 5-421 BANKING OVERTIME – SUPPORT STAFF

If an Employee is required to work overtime, they may, upon prior approval from supervisor, elect to receive time off in lieu of payment to a maximum accumulation of four (4) working days per three – month period or up to ten (10) hours per month. An employee must receive a supervisor's approval before working overtime and reflect on their timesheets providing a rationale for working overtime. The employee at a time mutually convenient to the Division and employee may take such banked time. Such time off shall be equivalent in hours to the pay for such overtime that was authorized and accumulated. In accordance with *The Employment Standards Code*, all banked time must be taken within three months of being earned, or it will be paid out.

Reference: Manitoba Employment Standards

Adopted: August 2015

Revised: January 2025