AP 5-420 BANKING OVERTIME – DIVISION OFFICE

If an Employee is required to work overtime, they may, upon prior approval from senior administration, 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 when the ten-hour limit is reached unless there is an emergency. The time sheets must be submitted on the first business date following the month worked. 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 Code

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