FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **Banked Time (overtime – Out of Scope Employees)**	Page 1	POLICY NO: HR:043
	DATE Issued: September 2021	
	DATE Reviewed: July, 2022:	RELATED DOCUMENTS: Manitoba Employment Standards
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: Out of Scope Employees	

Purpose: to appropriately compensate out of scope employees for approved overtime worked using a flexible scheduling arrangement agreed to by the employee and Executive Director prior to the hours worked.

Definition:

Overtime: hours worked beyond eight hours in a day or 40 hours in a week. Employees are only entitled to overtime wages for work that is requested, acknowledged, or authorized by the employer. In some cases, employees are not entitled to overtime wages because they perform management functions primarily.

PROCEDURE

Banking Overtime

a) Employers can set up a written agreement with employees allowing them to bank overtime and take that time off later. One hour of overtime is banked as 1.5 hours. Time off is during regular working hours and must be scheduled within 3 months of it being earned.

   Out of Scope FVI employees are encouraged to use banked time within five days of having accrued the time to support efficient administrative procedures of FVI.

b) If banked time is not taken within 3 months of it being earned, employers must pay out all overtime hours at 1.5 times the regular wage rate. Insight is available from the Overtime fact sheet and section 18 of the Employment Standards Code.