

TORONTO SENIORS HOUSING CORPORATION (TSHC)

Overtime and Lieu Time Policy

Policy Owner: CGHC Committee	Date Approved: 18 May, 2022
Type: Compensation Policy	Approved By: Board of Directors
Last Reviewed:	Effective Date: 1 June, 2022

Policy Summary

Toronto Seniors Housing Corporation prides itself on being an employer of choice that promotes healthy work-life balance amongst its employees.

This policy outlines how Toronto Seniors Housing Corporation will compensate employees for working longer hours than normally required.

Policy Statement

Where a supervising manager assesses that it is not reasonably feasible for a given task or project to be completed during normal working hours, Toronto Seniors Housing Corporation allows for employees to bank extra hours worked as lieu time.

Lieu time is granted as leave with pay to compensate management and exempt employees for overtime hours worked. Exempt employees also have the option to take lieu hours as paid overtime.

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Policy Purpose

The purpose of this policy is to ensure consistent application of lieu time/overtime compensation for employees.

Scope

This policy applies to all management and exempt employees including:

- Temporary employees and
- Bargaining unit employees acting in management or exempt positions

This policy does not apply to consulting contracts or the Executive.

Policy Details

Except for emergencies and where tenant or client needs identified in advance require attendance outside of normal working hours, **all** lieu time requires pre-approval from the supervising manager.

Supervising managers in consultation with their staff must determine when lieu time is necessary to complete a given task/project.

Compensation for Lieu Time/ Overtime

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A) Management Employees

Lieu time is granted as leave with pay on a straight time basis up to a maximum of three weeks for each calendar year.

Accumulated lieu time may be taken at a time agreed upon by the employee and his/her immediate supervisor.

Any lieu time earned in a calendar year must be used by March 31st of the following year. Any unused amount at March 31st will be forfeited. There is no pay out for management employees.

B) Exempt Employees

Exempt employees earn overtime/ lieu time on a time and a half basis for all additional hours worked.

Exempt employees can elect to:

- receive overtime pay at time and a half or
- accumulate up to three weeks of lieu time, also at time and a half, in a calendar year and take as leave with pay.

Any additional overtime worked once the three weeks has been accrued must be taken as paid overtime.

The decision as to how the overtime will be taken must be made at the time the overtime is earned. Where the employee and his/her manager agree that the overtime will be taken as paid leave, this shall be taken at a mutually agreed time.

Where exempt employees are required to work on a designated

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holiday, they will be paid overtime at time and a half for the hours worked **and** either a full day's pay at the regular rate or on mutual agreement with the manager, the employee can opt to take an alternate day in lieu at his/her regular rate

Exempt employees have until June 30th of the following year to use their earned lieu time as leave with pay.

Any unused lieu time remaining at June 30th will be automatically paid out.

C) Acting Assignment

Exempt: Employees acting or on an alternate rate in an exempt position should take any accumulated lieu prior to returning to their home unit position. If that is not possible, employees may take their lieu hours at a later date with the agreement of the home position manager. Any carry forward lieu time from the acting or alternate rate position must be used by March 31st of the following year. Any lieu time balance remaining after March 31st will be paid out at the acting or alternate rate.

Management: Employees acting in a management position should take any unused lieu time prior to returning to their home position. If this is not possible, employees may take their lieu time at a later date but on or before March 31st of the following year with the agreement of their home position manager. Any accrued lieu time remaining after March 31st of the following year will be forfeited.

D) Vacation

Employees may use their earned lieu time before taking vacation

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time.

E) Pay out on Termination

For both management and exempt employees, any unused lieu time at the time of termination will be paid out at the rate earned.

Documentation

- A) *Earned Overtime/ Lieu Time*** Management and exempt employees must complete the *Overtime/Lieu time Authorisation Form* and submit to their supervising manager for approval each pay period. Exempt employees must also indicate whether the overtime should be paid out or recorded as lieu time.

Approved lieu time or overtime earned is reported through the bi- weekly electronic timesheet for the pay period in which it is earned.

It is up to the supervising manager to ensure that the designated timesheet input person enters approved overtime/ lieu time only. By signing off on the bi-weekly time sheet, supervising managers consent that the information is correct.

Compliance

Toronto Seniors Housing Corporation will perform periodic internal audits to assess compliance to this policy.

An audit for compliance and documentation is also conducted annually by external auditors.

Supervising managers are responsible for ensuring that only approved lieu time is compensated.

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Related Policies and Procedures

- Overtime/ Lieu Time Authorization Form
- Fair Wage Policy
- Flex Work Policy
- Earned Deferred Leave Policy
- Secondment Leave Policy

Commencement and Review

Commencement:

This policy was reviewed and approved by the Board of Directors on _____. This policy takes effect immediately upon approval.

Next Review Date: