

**Hours of Work Policy**

February 2017

**POLICY:**

Hours of work will be set based on program needs to ensure adequate coverage and maintain required staff to client ratios in the various program. At a minimum, the main office is staffed from 8:30 am to 4:00 pm and the Kidz Kastle Children's Centre is staff from 6:45 am to 5:00 pm.

**PROCEDURE:**

Work on occasional evenings or weekends may be required. If this is the case, equivalent time off during regular work days may be taken. Such hours worked must be tracked on the timesheet under "Lieu Earned". When lieu time is taken off, it must be entered under "Lieu Taken" on the *Timesheet*.

The total number of normal work hours in a pay period, for a Continuing Full Time employee, is thirty-five (35) hours per week or seventy (70) hours per two-week pay period. For Part Time employees, the normal number of hours will vary based on the terms of the employment contract.

Any hours worked in excess of the normal work week will be accumulated as lieu time off, calculated at a ratio of 1:1. Such overtime must be approved by the employee's immediate supervisor prior to working the extra time, or to taking the time off. Such hours worked must be tracked on the timesheet under "Lieu Earned". When lieu time is taken off, it must be entered under "Lieu Taken" on the *Timesheet*.

Banked lieu hours shall only be carried over from one fiscal year to the next with the prior written approval of the Executive Director and will not normally be eligible for cash conversion.