
Overtime - Time Off In Lieu

Policy Number

090 002

Effective Date

July 1998

Revised November 1, 2000

Policy

Where possible, the university encourages its staff members to take time off in lieu of compensation for overtime worked.

As overtime is usually accumulated gradually over a period of time, it is assumed that compensating time off will be taken regularly as operational requirements permit to avoid scheduling problems with larger accumulations.

Procedure

1.0 Process

- 1.1 Arrangements for time off in lieu of compensation for overtime worked must be made and approved in advance by the employee's supervisor.
- 1.2 A time sheet of hours worked must be submitted and must clearly indicate that compensation will be received as time off.
- 1.3 When time off is actually taken, the monthly time report must be noted accordingly.

2.0 Scheduling/Accumulation of Time Off

- 2.1 Employee requests for time off using accumulated overtime hours will be granted at the discretion of the supervisor taking into consideration operational requirements.
- 2.2 Overtime hours worked as time in lieu will be translated into time off hours. Accumulation of time off hours should not exceed 35 hours at any time.



- 2.3 Overtime hours accumulated for time off in lieu should be taken within three months of being earned.
- 2.4 The supervisor is responsible for monitoring the levels of time in lieu and ensuring that accumulations are in accordance with 2.2 and 2.3.
- 2.5 Where an employee moves to a different department, accumulated time in lieu will be paid out by payroll unless alternate arrangements are made. Time in lieu that is paid out at the time of transfer will be charged to the originating department. At the request of the employee, should the receiving department agree that time in lieu may be carried forward, the receiving Department will absorb the associated costs.
- 2.6 Where an employee transfers within divisions of a department, any time in lieu accumulations for the employee will not be affected unless Human Resources receives instructions from the department head to the contrary.

Approved By

Executive Group

Amended Date/Motion Number

Related Reference, Policies and Procedures

Applicable Legislation/Regulation

[AUPE/The Governors of Athabasca University \(the Board\) Collective Agreement](#)

Further Information

This policy is maintained and administered by Human Resources. For further information, please contact the Senior Compensation Assistant. Contact information is available on the Human Resources web-site at <http://www.athabascau.ca/html/depts/staffrec/general.htm>.