

HR: EMP16 – Management Days Off In lieu of Overtime

Originated: May 2009
Review: Sept. 2020
Revised: Jun. 17, 2009
Approved: Sept. 2020

POLICY:

The Library Board supports recognition of additional working hours required to perform a managerial role within the organization and provides for paid days in lieu of overtime on an annual basis.

PURPOSE:

The purpose of paid Management Days Off (MDO's) is to provide recognition for time worked by managerial staff in performance of their role in the form of paid days of per annum.

PROCEDURE:

1. Managerial staff shall be provided three (3) paid Management Days Off in lieu of overtime on an annual basis.
2. Paid days off will be allocated to a paid day off bank in the payroll system on January 1st of each calendar year and shall be taken with Board approval within that calendar year.
3. For managerial staff hired within a given calendar year a pro-rated value of hours/days shall be allocated to an MDO bank representing the remaining months in that year. In subsequent years, the full MDO allotment will be applied to the bank on January 1st of the year as described in point 2 above.
4. Any MDO's not scheduled or taken by December 31st of a calendar year may not be carried over into the next year and are forfeited. ♦

