

Additional Hours of Work, Overtime and/or Lieu time REFERENCE SHEET

Categories:	Employee Status:	Definitions:	Calculations:
Additional Hours of Work (<u>under</u> 35hrs/week)	Part-time (e.g. 50% time), <u>or</u> Reduced Responsibility Appointments (e.g. 80% time)	Employee's working less than full-time, or on reduced responsibility appointments, may be subject to additional hours of work	Paid at an employee's regular hourly rate up to and including the 35 th hour in a work week (1:1), <u>or</u> taken as lieu time
Additional Hours of Work (<u>over</u> 35hrs/week)	Part-time (e.g. 50% time), <u>or</u> Reduced Responsibility Appointments (e.g. 80% time)	Employee's working less than full-time, or on reduced responsibility appointments, may be subject to additional hours of work	Overtime calculated only when the hours worked exceed 35 hours in a work week (1.5 or 2.0), <u>or</u> taken as lieu time
Overtime	Full-time Part-time (<i>have exceeded 35 hours +</i>) Reduced Responsibility Appointments (<i>have exceeded 35 hours +</i>)	Time worked by an employee outside of their regular weekly hours, that has been APPROVED by their Manager	Compensated by pay at a rate of 1.5 or 2.0 times the employee's regular hourly rate
Lieu Time	Full-time Part-time (<i>have exceeded 35 hours +</i>) Reduced Responsibility Appointments (<i>have exceeded 35 hours +</i>)	A form of compensation for overtime, taken as time off, for worked performed outside an employee's regular weekly hours, that has been APPROVED by their Manager	Accumulated at a rate of 1.5 and/or 2.0 for each hour of overtime worked by an employee