

Algoma

Nurse Practitioner-Led Clinic

Policies & Procedures

Section: Personnel	Policy Number: HR2021-05
Subject: Banked/Lieu Time	Effective Date: October 26, 2021
Approved by: Executive Director	
Executive Director	Date 26/10/2021

Banked/Lieu Time Policy

PURPOSE

The purpose of this policy is to provide a system by which banked/lieu time may be approved, accrued, and used by employees of the Algoma Nurse Practitioner-Led Clinic (Algoma NPLC) who work beyond thirty-seven and one-half hours (37.5) in a week but less than forty-four hours (44) in a week.

DEFINITION

Banked/lieu time is defined as hours worked by employees of the Algoma NPLC that exceed 37.5 per week but do not exceed 44 hours per week.

SCOPE

This policy applies to employees who work more than 37.5 per week but not more than 44 hours per week. The use of banked/lieu time is not to create a flexible work schedule. Rather, it is intended to apply to circumstances where the Algoma NPLC employee works beyond the regular working hours but less than statutory overtime and where the banked/lieu hours were accrued as a result of the Algoma NPLC's operational necessity.

DOCUMENTATION AND AUTHORIZATION

- A) Employees may accrue up to 6 hours of unapproved banked/lieu time per quarter (every 3 months).
- B) For all requests in excess of the 6 hours per quarter, the Executive Director (ED) must authorize prior to it being worked in order for the employee to be eligible to accumulate banked/lieu time.
- C) Banked/lieu time must be documented for payroll purposes.
- D) Requests should be sent through electronic timesheet software ONLY after receiving written or verbal authorization from the ED. Confirmation of approval from ED and rationale for banked/lieu time should be specified in the comments section of the request.

LIEU TIME USAGE

- A) Banked/lieu time may be taken either in pay or time off as may be agreeable mutually between the employee and the Executive Director. However, the final decision as to the manner in which the banked/lieu time may be taken lies with the ED and the ED's determination as to the Algoma NPLC's operational need.
- B) Banked/lieu time is not to be used as a form of flexible work scheduling.
- C) Banked/lieu time must be applied in the best interest of the efficient operation of the Algoma NPLC.

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- D) Banked/lieu time may only be applied where there is adequate staffing to cover the mandates of the Algoma NPLC and operational need of the clinic.

LIEU TIME APPLICATION

In order for the employee to utilize banked/lieu time, the employee, must first submit a request for time off using the banked/lieu time as the time off type to the HR/Office Administrator (OA). The OA shall review the request and ensure accuracy. The OA shall consider the request for time or pay accordance with the necessary staffing and operational requirements of the Algoma NPLC. If the Algoma NPLC cannot operate efficiently from a staffing perspective, the OA will review with the ED. The ED will verify if the banked/lieu time shall be paid rather than provided in time off. All reasonable efforts shall be made to accommodate the employee's request for the manner in which the banked/lieu time is taken. However, the final determination as to whether or not the banked/lieu time shall be paid or taken as time off, rests with the ED and the ED's determination as to the Algoma NPLC's operational need.

TRANSFER OF LIEU TIME

- A) If an employee is transferred or promoted, the employee shall be paid any outstanding accrued banked/lieu time.
- B) If an employee is demoted, terminated, retires, or ceases to be an employee of the Algoma NPLC, any outstanding accrued banked/lieu time shall be paid at the normal rate of pay prior to the termination of the employment.

LEGAL COMPLIANCE

The Algoma NPLC shall adhere to all federal and provincial laws including, but not limited to, the Employment Standards Act and regulations thereto. It is further acknowledged that this policy is in compliance with all said statutes.

OTHER

This policy shall be reviewed and amended by the Algoma NPLC as may be required, but at a minimum, on an annual basis. All employees shall be provided with a copy of this policy for review. This policy shall be kept in the policy binder, electronically on the shared folder and on our mandatory training and HR software program.

REVIEWS:

Date: _____

Signature: _____

Date: _____

Signature: _____