

Subject:	Overtime	Date Approved:	February 2, 2009
Approved by:	Executive Director	Date Revised:	November 25, 2014 December 12, 2013 November 30, 2010
Specific to:	All Staff	Next Review Date:	September 2020

**PRINCIPLE:**

The North Huron Family Health Team (NHFHT) recognizes that all team members are accountable for their hours worked and can manage their time in a responsible manner.

**POLICY:**

Any overtime worked by the NPFHT staff must be pre-approved in writing, submitted to the Executive Director or designate via email. Staff cannot work past 44 hours per week. If it appears that more than 44 hours could potentially be worked in a week, then staff must flex their hours with notification to the Executive Director or designate, to ensure that greater than 44 hours is NOT worked.

Upon approval of overtime, staff will be reimbursed with time off in lieu of payment at straight time and all staff, wherever possible, should use the lieu time within the same pay period or next pay period. Lieu time is NOT to be accumulated for days off. (See HR Policy - Extended Paid Leave).

If the lieu bank balance reaches 20 hours or becomes negative, a plan will be discussed with the staff member to bring the lieu bank balance at an appropriate level. At the fiscal year end which is March 31st, all staff should be at zero lieu banks.

Paid leave may be used towards overtime. Extra time worked without supervisory approval (working through lunch or breaks, arriving early or staying late), may not be used towards overtime. The work week for payroll purposes, runs from Saturday morning at 12:00 am and ends at 11:59 pm on Friday night.