

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Time in Lieu – Management Staff	SECTION: T
DATE: September 2004	Administrator's Staff: _____	POLICY: 3

TIME IN LIEU – MANAGEMENT STAFF

POLICY:

For full time staff the regular work week is 37.5 hours per week.

Time worked beyond this amount must be documented and submitted monthly to the Administrator. All time in lieu over 37.5 hours in a single week will be compensated through Request for Time Off at an hour for hour calculation.

All time in lieu must be taken at the discretion of the Administrator.

Any employee, on termination, will not be compensated for any accumulated time in lieu.