

Please print your name and the relevant month/year.

Check off the employee category you belong to: Support (10 month), Support (12 month), Service Or Out of Scope.

Time Recording

- a) **Time In-Lieu Taken**  
- Enter Time In-Lieu hours used for authorized time off. For example, if you would normally work 6 hours and you only actually worked 4 hours and want to use banked time so you are paid for 6 hours, enter 2 hours in Time In-Lieu taken.
- b) **Time In-Lieu Banked**  
- Enter authorized Banked Time In-Lieu in this column. For example, if you worked 8 hours and wish to bank 2 hours, enter column and 2 hours in the Time In-Lieu Banked, you will be paid for 6 hours for that day.  
**NOTE: All time worked in excess of contracted hours, must be pre-authorized by your principal/supervisor. See Article 41 of Collective Agreements.**
- c) **Approved Vacation, Sick Leave, Approved Compassionate Leave**  
- Authorized leave hours should be entered in the appropriate column for the applicable dates.
- d) **Leave Without Pay (LWOP)**  
- Approved by your Superintendent - salary to be deducted.
- e) **Leave With Pay (LWP)**  
- i.e. Out-of-school seminar.  
- Noon Lunch Supervision

**CUPE 3730**

**ARTICLE 41 - BANKING OF TIME TO EARN RELEASED DAYS**

41.01 All employees shall be permitted to bank working time to earn released days according to the following provisions:

Employees Occupying Twelve (12) Month Positions

- 1) By agreement between the Immediate Supervisor and an employee, an employee may work more than his/her assigned number of hours per day. Such additional time shall not be considered as overtime. Instead, time off with pay on a one-for-one basis shall be granted. Such time off must be taken during the calendar year in which the banking occurred and shall be granted when mutually convenient to the Immediate Supervisor and the employee.
- 2) Employees may bank up to the equivalent of five (5) days of assigned working time per calendar year.
- 3) Employees wishing to carry over banked time from one calendar year to another must make such request prior to November 30th. No carry over shall be permitted without the approval of the Immediate Supervisor.

Employees Occupying Ten (10) Month Positions

- 1) By agreement between the Immediate Supervisor and an employee, an employee may work more than his/her assigned number of hours per day. Such additional time shall not be considered as overtime. Instead, time off with pay on a one-for-one basis shall be granted. Such time off must be taken during the school year in which the banking occurred and shall be granted when mutually convenient to the Immediate Supervisor and the employee.
- 2) Employees may bank up to the equivalent of five (5) days of assigned working time per school year.

**CUPE 2268**

**ARTICLE 42 - BANKING OF TIME TO EARN RELEASED DAYS**

42.01 All employees shall be permitted to bank working time to earn released days according to the following provisions:

- 1) By agreement between the Immediate Supervisor and an employee, an employee may work more than her/his assigned number of hours per day. Such additional time shall not be considered as overtime. Instead, time off with pay on a one-for-one basis shall be granted. Such time off must be taken during the calendar year (12 month employees) or school year (10 month employees) in which the banking occurred and shall be granted when mutually convenient to the Immediate Supervisor and the employee. When mutual agreement cannot be reached, the appropriate superintendent shall decide.
- 2) Employees may bank up to the equivalent of five (5) days of assigned working time per calendar year (12 month employees) or school year (10 month employees).
- 3) Employees wishing to carry over banked time from one calendar year to another must make such request prior to November 30 (12 month employees) or June 30 (10 month employees). No carry over shall be permitted without the approval of the Immediate Supervisor.