

Leamington Mennonite Home  
Long Term Care

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Time in Lieu – Management Staff	<b>SECTION:</b> T
<b>DATE:</b> September 2004	<b>Administrator's Staff:</b> _____ 	<b>POLICY:</b> 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.