
 <b>THE UNIVERSITY OF BRITISH COLUMBIA</b> <b>Facilities</b>	<b>Policy No.:</b>  <b>I-A-P1</b>	<b>Approval Date:</b> April 30, 2020  <b>Last Revision:</b> Previous Policy P9
	<b>Responsible Executive:</b> John Metras Associate Vice-President, Facilities	
<b>Signed:</b> 		
<b>Title:</b>  <b>Banked Time and Overtime Management</b>		
<b>Background &amp; Purposes:</b>  Banked Time is defined as ‘accumulated time as a result of overtime work or work during a statutory holiday’. Banked Time may be paid out or it may be taken as equivalent time off, otherwise referred to as “Banked Time Off”. Banked time taken as time off is coded as “Q” on time cards and time sheets. Banked time taken as pay is coded as “P” on time cards and time sheets.  Calculation of banked time payouts is done in accordance to the collective agreements guidelines relating to pay rate. Specifically, CUPE 116 Article 13.02(c) states “overtime will be calculated on the pay of the shift immediately previous to the time in which the overtime occurred”. IUOE 115 Article 8.02 states “overtime shall be computed on a pro rata basis according to pay rates in Appendix “A”.		

This policy is in effect for all Facilities Group employees to ensure that departments have the appropriate number of personnel to avoid any unreasonable impairment of operations or maintenance and to ensure a fair handling of Banked Time to the mutual benefit of employees and Facilities Group departments.

Notwithstanding this policy, it is understood that overtime shall normally be paid. However, if there is mutual agreement between an employee and the Department Managing Director, equivalent time off may be taken. Such time off shall be at double time and be subject to the process outlined in this policy.

Procedures relating to overtime sharing, earning of overtime, banking time, and requesting time off are established for employees to ensure that:

- Overtime is deployed in a fair and responsible fashion.
- The employees’ health and welfare are considered when the amount of overtime needed to complete a particular task is assessed and approved.
- Operational concerns and employee needs are reasonably considered.

**1. General/ Guideline:**

1.1. By mutual agreement between the University and CUPE 116/IUOE 115, the current practice within the Facilities Group is to allow for the banking of earned overtime. (See CUPE 116 collective agreement Article 13.02 and IUOE 115 Article 8.01) This current practice shall be respected accordingly.

**Facilities**

Banked Time and Overtime Management

1.2. All managers are required to be familiar with the articles related to “Overtime” in the CUPE 116 and the IUOE 882 Collective Agreements.

1.3. Vacation Time Off shall take priority over Banked Time Off in the scheduling.

1.4. Overtime Sharing

- 1.4.1. In accordance with the collective agreement of the particular union, scheduled overtime shall be equitably shared between employees of each group, regardless of Shop. Specifically, CUPE 116 Article 13.04 states that “insofar as possible, overtime will be divided equally among employees where they are qualified to perform the available work in their classification except in emergencies.”

1.5. Overtime Earning

- 1.5.1. The maximum duration of a workday (normal plus overtime hours) for any employee is not to exceed ten (10) hours, except in emergency or special circumstances pre-authorized by the applicable Division Director
- 1.5.2. The maximum amount of scheduled overtime accumulated by any employee in a work-week (defined as five (5) consecutive workdays) is not to exceed 12.5 hours, with the maximum over a calendar week (defined as seven (7) consecutive days) not to exceed 32.5 hours, except in emergency or special circumstances pre-authorized by the applicable Division Director.
- 1.5.3. There shall be a minimum break of eight (8) hours between any employee’s consecutively scheduled shifts.

1.6. Banked Time Off Requests

- 1.6.1. Facilities Group Managers must balance requests for Banked Time Off with Vacation Time Off, and the existing and anticipated work plan to ensure that areas have the appropriate number of personnel to avoid any unreasonable impairment of operations or maintenance.
- 1.6.2. For work scheduling purposes within the Facilities Group, crews must be available to perform work in any time period.
- 1.6.3. Within the Facilities Group, every reasonable effort will be made to accommodate requests for banked time off. Workload, scheduled vacations and other operational issues will be reasonably considered before request is approved or denied.
- 1.6.4. Within the Facilities Group, the Director of the Division or Manager of the Business Unit must review any requested exceptions.

## 2. **PROCEDURES**

**Approved:**

**Revised:**

### 2.1. Overtime Sharing:

- 2.1.1. The Manager or Head, in compliance with collective agreements and Shop-specific procedures, will administer planned overtime sharing.
- 2.1.2. The Manager or Head, in compliance with the “Trouble Call Emergency Handbook Procedure”, will administer call outs.

### 2.2. Procedures For Scheduling Overtime To Be Worked:

- 2.2.1. All scheduled overtime shall be planned, requested of and managed by the direct Manager or Head where applicable.
- 2.2.2. It is the responsibility of the Manager to ensure that:
  - employees are aware of the maximum duration of the overtime prior to the commencement of overtime work;
  - the eight (8) hour break between consecutive shifts is maintained; and
  - the amount of overtime assigned to each employee over the work-week and calendar week is tracked to ensure the maximum permitted overtime hours are not exceeded; and
  - Trouble call and unplanned overtime are reported by the Head to the direct Manager

### 2.3. Requesting Banked Time for Time Off:

It is to the benefit of the employee and the department that requests for Banked Time Off are made in writing as far in advance as possible in order to review and consider adjustments to the work schedule. However, it is recognized that situations will arise where sufficient notice is problematic. In these cases, the manager will exercise reasonableness in assessing the request.

#### 2.3.1. Request for Banked Time Off; One Week or More in Advance:

- a) Employee submits request in writing to Head or direct Manager (in absence of Head).
- b) Requests from Facilities Group staff will be submitted by the Head or direct Manager to review work schedule.
- c) Requests from all other staff, not requiring scheduling review, will be referred to the direct Manager who will exercise reasonableness in assessing the request against the work schedule.
- c) Employee will use Banked Time Off request form attached to document request.
- d) Head or direct Manager will advise employee of request status, and adjust records.
- e) Request form will be forwarded to staff payroll file.

#### 2.3.2. Request for Banked Time Off; Less than One Week in Advance:

- a) Employee submits request in writing, if possible and practical, or verbally to the direct Manager.
- b) The direct Manager reviews the request with the necessary scheduling group, as required, or exercises reasonableness in assessing the request against the work schedule.
- c) The direct Manager will inform the employee of the approval or denial of the request for banked

time off.

- d) Request form is to be forwarded to staff payroll file.

#### 2.4. Use of Banked Time for Sick Time:

From time to time, an employee may exhaust sick leave credits and may request that banked overtime be used to cover loss of wages for a specific time period. An employee must meet the standards of CUPE 116 Article 17.01 or IUOE 115 Article 14 and receive the approval of the Managing Director in order to be eligible.

#### 2.5. Instructions for Employee when using Banked Time for Sick Time:

An employee must provide the direct Manager with verbal or written approval to draw from Banked Overtime when their sick bank has been exhausted. Therefore, it is essential that employees are aware of their sick time and overtime balances.

##### 2.5.1. Guidelines for requesting time:

- 2.5.1.1. Employees who find they are in a situation of no sick time, yet unable to attend work due to illness must contact their direct Manager to request approval for the use of Banked Overtime.
- 2.5.1.2. Depending on the circumstances, the employee may request this approval in advance.

**The direct Manager cannot authorize the use of Banked Overtime without the employee's consent.**

##### 2.5.2. Guidelines for coding time records after approval:

- a) Sick time is recorded on the employee time card/sheet as "Q", when the employee has exhausted their sick bank and is using banked time as paid leave
- b) The "description" added to the time card will read, "Banked overtime taken in lieu of depleted sick bank".
- c) Employees completing time sheets will record this time as "O/T for Sick"
- d) An adjustment will be made to staff records to record overtime taken for sick time.
- e) The employee will receive compensation for the requested time.

#### 2.6. Pay Out of Overtime:

As per the collective agreements with CUPE Local 116 Article 13.02(b) and IUOE 115 Article 8.01, days off with pay accrued in lieu of pay for overtime must be taken not later than twelve (12) months following the date on which the overtime was worked. Accrued days off with pay not taken within a twelve (12) month period following the date on which the overtime was worked will be calculated and paid out at the end of every month.

#### 2.7. Instructions for Employee when Requesting to use Vacation time for Sick time:

The employee must provide the direct Manager a written request for use of vacation days as sick time off. The direct Manager will submit the written request to the Managing Director for consideration and approval.

**UBC FACILITIES  
BANKED TIME WITHDRAWAL FOR LEAVE**

**REQUEST FOR A BANKED TIME WITHDRAWAL LEAVE BY:**

NAME: \_\_\_\_\_ UNIT/SHOP: \_\_\_\_\_

**DATE(S) REQUESTED:**

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ TOTAL NUMBER  
(DATE) (DATE) OF HOURS REQUESTED: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(EMPLOYEE)

**REQUEST REVIEWED BY FACILITIES PAYROLL:**

\_\_\_\_\_  
(REVIEWED BY: )

**REQUEST REVIEWED AND APPROVED:**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(MANAGER OR HEAD)

**REQUEST REVIEWED AND DENIED FOR THE FOLLOWING REASON(S):**

\_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(MANAGER)

**THIS REQUEST AND REVIEW HAS BEEN MADE IN ACCORDANCE WITH THE PRACTICES OF THE UNIVERSITY AND THE PROVISIONS OF THE APPLICABLE COLLECTIVE AGREEMENT**