

**Atikokan Literacy Incorporated  
ADULT LEARNING CENTRE  
Human Resources  
Policy/Procedure**

**Overtime/Lieu Time**

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: February 26, 2015 (R)

DISTRIBUTION:  
Employees

**Policy:**

Overtime will be reimbursed by equal time off in lieu, to be taken within a reasonable time of its accumulation. Overtime will not be accumulated beyond the equivalent of one workweek except in special circumstances. Guidelines will be followed according to the Employment Standards Act.

**Procedure:**

1. The Literacy Executive Director will approve overtime hours and lieu time hours in advance.
2. The Executive Director must approve all Lieu Time applications.
3. Special circumstances may be approved by the Executive Director.
4. The Board may approve overtime beyond one workweek for the Literacy Executive Director under special circumstances.