**TRACKING LIEU TIME**

A record of the accumulated time must be kept by the Employee and approved in writing by the immediate supervisor. Such compensating time shall be mutually scheduled between the immediate supervisor and the Employee.

**To help track lieu time, please refer to the document attached**

**Add lieu time tracking sheet**

**As per our Collective agreement, overtime must be approved in writing in advance by an Employee’s immediate supervisor or designate.**

Approved overtime shall be paid at the rate of one and one-half times the regular straight time rate for all such hours worked more than thirty-five (35) hours per week, provided that a full fifteen (15) minutes of overtime has been worked in excess of the employee’s regularly scheduled daily hours.

In lieu of overtime pay, Employees may be provided with compensating time off at the applicable overtime rate. Compensating time off may be accumulated up to a maximum thirty-five (35) hours per school year

* Lieu time shall be paid at the rate of one and one-half times for all such hours worked in excess of thirty-five (35) hours per week, provided that a full fifteen (15) minutes of overtime has been worked in excess of the employee’s regularly scheduled daily hours.
* Compensating time off shall be taken in no less than fifteen (15) continuous minutes at a time unless agreed upon by the employee.
* A record of the accumulated time must be kept by the Employee and approved in writing by the immediate supervisor. Such compensating time shall be mutually scheduled between the immediate supervisor and the Employee.
* Overtime must be approved in writing in advance by an employee’s immediate supervisor or designate.

**Please review Article 18 for detailed information.**