



POLICY NAME:

Bank Hours

POLICY AREA: Human Resources

POLICY NO:

APPROVAL DATE: March 24, 2025

LAST UPDATED:

POLICY STATEMENT

1. The Town of Tisdale is committed to maintaining a fair and just work environment for all employees. This policy ensures that banked hours are managed equitably, providing employees flexibility while maintaining operational efficiency.
2. The Town of Tisdale values its employees' hard work and dedication and aims to offer flexibility through the accrual of banked hours, enabling employees to manage their time effectively.
3. The Town of Tisdale recognizes the importance of work-life balance and strives to implement policies that support employee well-being and organizational sustainability.

PURPOSE

4. The purpose of this policy is:
 - a. To establish clear, consistent, and transparent guidelines for the accrual, use, and payout of banked hours by employees;
 - b. to balance the needs of employees with the operational requirements of the Town, ensuring that employees can use their accumulated hours in a manner that supports their personal and professional responsibilities.; and
 - c. to ensure that unused banked hours are either utilized or appropriately compensated before the end of the year, thus maintaining fiscal responsibility and ensuring employees are fairly compensated for the extra hours worked.

SCOPE

5. This policy only applies to the Senior Management (out-of-scope) staff.

PROCEDURE

6. There is no maximum limit on banked hours throughout the year, provided they are used appropriately before year-end.



7. A maximum of 80 hours will be paid out by December 31, 2025, at the employee's regular hourly rate at the time of payout as retro pay.
8. On January 1st of each year, all banked hour balances will be reset to zero, and no carryover will be allowed.
9. Any unused banked hours over 80 hours will be forfeited and lost if not used before December 31, 2025.
10. This policy will be reviewed periodically to ensure alignment with company objectives and labour regulations.

Mayor

Chief Administrative Officer