

TO: ALL WRHA/HSC Staff  
FROM: Mark Hammer  
DATE: May 19, 2010

RE: Overtime/Statutory Holidays – Banks and Payouts

In order to effectively offer all staff timely payroll services and to enable departments to better manage budgets the following changes will be implemented effective May 14, 2010.

- 1) Banked overtime hours exceeding the normal fulltime bi-weekly hours (or as otherwise stipulated under relevant collective agreement: for example, 77.5 hours for MNU members) will be automatically paid out through regular payroll on the next regular payday.
- 2) All bank payments will be through regular payroll deposits unless otherwise stated in relevant collective agreement. Tax deductions do not differ from those if paid by a separate cheque.
- 3) All efforts should be made to have banked overtime and statutory holiday hours taken as time off in lieu. Overtime hours should not be banked unless the intent is to take those hours as time-in-lieu at some point within that fiscal year.
- 4) All banked overtime and statutory holiday hours will be paid out automatically immediately prior to the end of each fiscal year (March 31<sup>st</sup>) unless otherwise stipulated in the relevant collective agreement.
- 5) Unless otherwise stated in the relevant collective agreement, all hours worked on a call-back will be paid out on the next regular pay period.
- 6) These procedures will only be waived, based on individual circumstances, with V.P. approval.

Thank you for your anticipated cooperation in this matter. Questions can be directed to the Payroll Office general enquiry line at 787-4065.