

## Hours of Work

### Pre-amble

Core business hours of the URSU administrative offices are Monday to Friday, 8:30 a.m. – 4:30 p.m. for all staff members. Individual employees may work flexible hours with start times between 7 and 9:30 a.m. and end times between 3:30 and 5:30 p.m. upon receiving approval from their manager. These start and finish times are to remain consistent. The Owl will adhere to operating hours appropriate to their business and staff hours will be determined accordingly.

### Earned Days Off (EDO) for Management

Given the nature of the position it is understood that management will have to work extended hours in order to complete the necessary tasks in the require timelines. URSU will provide Management Employee's with EDO on a periodic basis. The amount of earned days off an Employee is entitled to be dependent on his/her length of employment from their anniversary date.

### Procedure

1. Management is expected to work 40 hours per week. Effective July 1, 2015, any overtime hours worked will not be banked for days off.
2. Management accrues 1.25 earned days off per month for a total of 15 earned days off per year. If the Employee chooses to not to use this/her earned days off in that year, those days will be carried over into the following year. However, the maximum amount of EDO an Employee can accumulate is 22.5 days, further accruals will cease until the earned days off are used and decrease below the maximum permitted.
3. Should an Employee cease his/her employment or upon termination of employment the employee's accumulated EDO will not be paid out.
4. EDO must be approved by the General Manager in advance.
5. Overtime hours banked prior to July 1, 2015 will be granted for equal amount of time off to be taken before October 31, 2015. The EDO an employee intends to take must be approved by the General Manager in advance.