

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Corporate Services	Policy No.	31
Section:	Human Resources	Issued:	
Subject:	Banking Earned Days Off	Policy Effective:	April 6, 2009
Council Resolution # and Date:	Council Resolution No. 259 of April 6, 2009	Page:	1 of 2
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Issued by:	Chris Cvik, Director of Corporate Services	Dated:	
Approved by:	Chris Cvik, Director of Corporate Services	Procedure Amendment:	

1. POLICY

- 1.01 Employees may bank and carry over a maximum of five (5) earned days off (EDO's) to be taken at a later date mutually agreeable to the employee and the Department Head.

2. PURPOSE

- 2.01 To allow employees to use a regularly scheduled EDO on an alternate day, and to limit the number of occurrences to five (5) in a calendar year.

3. SCOPE

- 3.01 Out of Scope employees and employees covered by the CUPE 160 and CUPE 882 Bargaining Agreements who work on a 5-5-4 schedule.

4. RESPONSIBILITY

- 4.01 The Department Heads, in conjunction with the Financial Services Department, are responsible for ensuring compliance with this policy.

5. DEFINITIONS

- 5.01 Earned Day Off (EDO) – One day off in each three week period as a result of the 5-5-4 work schedule.

6. REFERENCES & RELATED STATEMENTS OF POLICY & PROCEDURE

CUPE 160 Collective Bargaining Agreement
CUPE 882 Collective Bargaining Agreement

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7. PROCEDURE

- 7.01 The employee must receive written approval from their department head to bank the requested EDO.
- 7.02 The banked EDO's may be taken at a later date upon approval of the Department Head.
- 7.03 The maximum number of days that may be banked in a calendar year is five (5).
- 7.04 A maximum balance of five (5) banked EDO's may be carried over into the next calendar year upon the approval of the Department Head.
- 7.05 Requests for carry over of more than five (5) days must be approved by the City Manager and must be accompanied by a plan on how and when the employee plans to use them.