

Exhibition Place

Policy Name	Policy Type
Lieu Time / Overtime Policy	Employee
Original Date	Revision Date
June 1, 2018	September 13, 2024

Policy Statement

Exhibition Place recognizes the time employees work in excess of their typical workday or week.

Application

This policy applies to eligible employees.

Definitions

Employer Holidays

As designated by the Exhibition Place Board.

Public Holidays

As designated under the Employment Standards Act, 2000.

Conditions

Approval Requirements

Lieu time/overtime pay cannot be claimed for any period of less than 30 minutes in a workday.

All lieu time/overtime hours must be authorized by the Department/Division Head or designate before being worked. The time must be reported through the time and attendance program.

Public or Employer Holidays must be authorized by the Department/Division Head or designate prior to being worked. The time must be reported through the time and attendance program.

Maximum Allowances

The maximum lieu time that may be earned or taken in time-off in any one (1) calendar year (January 1st to December 31st) is 105 hours for a 35-hour week, 112.5 hours for a 37.5-hour week, 120 hours for a 40-hour week, and 126 hours for a 42-hour week.

There is no maximum on the time earned and/or overtime hours paid for Public and Employer Holidays.

Scheduling Lieu Time

Lieu time may be taken in time off when it is mutually agreeable by the employee and their Department/Division Head or designate.

Lieu time and time earned for working Public or Employer Holidays in the previous calendar year must be scheduled and used by April 30th of the next calendar year. The Chief Executive Officer (CEO) must approve carry-over provisions of lieu time beyond April 30th of the next calendar year.

Termination or Retirements

Department/Division Head or designate should encourage staff to use lieu time entitlements. If lieu time or time earned for working Public or Employer Holidays cannot be used prior to termination or retirement, Exhibition Place will be responsible for paying the balance of lieu time and time earned for Public or Employer Holidays upon termination or retirement of an employee.

Implementation

Lieu time may be taken in time off when it is mutually agreeable by the employee and their Department/Division Head or designate and is scheduled and used by April 30th of the next calendar year. Any lieu time carryover beyond April 30th of the next calendar year must be approved by the CEO.

Employees will enter all lieu time/overtime into the ADP Time and Attendance Program.

Employees in Exhibition Place Grades 1 to 7

Are eligible for overtime pay or lieu time at the rate of time and one-half. In the event an employee in this category works a Public or Employer Holiday, they will receive their regular day's pay and lieu time or overtime at time and a half.

Employees in Exhibition Place Grades 8 to 16

Are not eligible for overtime pay; however, employees are eligible for lieu time on a straight time basis. If an employee in this category works on a Public or Employer Holiday, they will receive their regular day's pay and lieu time at time and a half.

Employees in Exhibition Place Grade 17

These employees are not eligible for overtime pay or lieu time.

In the event an employee in this salary grade works a Public or Employer Holiday, they will receive their regular days' pay and an alternate day off.