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| Approved by: ***UMG Business Manager Committee*** | Date Approved: April 2002  Date Revised: **April 2009** |

**1.0 PURPOSE**

**1.1** To acknowledge and compensate employees for approved time worked in excess of their normally scheduled working hours.

**2.0 POLICY**

**2.1** Although it is recognized that overtime is required on occasion, it is generally discouraged out of consideration for the needs of employees to have sufficient relief and rest. However, any overtime worked must be approved by the employee's immediate supervisor and/or departmental business administrator and, whenever possible, overtime should be authorized in advance.

**2.2** Overtime will be calculated at the rate of 1.5 times the basic rate for the first three hours of authorized overtime in any one day and 2 times the basic rate of pay for authorized overtime beyond 3 hours in any one day.

**2.3** Any full time employee required to and does work on a recognized holiday will be paid at the overtime rate of 1.5 times the basic rate for all hours worked on the recognized holiday, and in addition, be granted an alternative day off with basic pay.

**2.4** Full time employees will receive two (2X) times their basic rate of pay for authorized overtime worked on their scheduled day of rest.

**2.5** With mutual agreement between the Department and employee, overtime will either be paid out or the employee will be granted the equivalent time off. Overtime shall not be carried over from one fiscal year to the next fiscal year.

**2.6** An employee with accrued overtime in excess of 15 hours should indicate when the time off will be taken.

**2.7** Casual employees will be paid overtime for hours worked over the normal daily hours of work and for hours worked over the basic work week respectively.

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**3.0 PROCEDURE**

**This procedure is for illustration purposes only. Individual departmental procedures will be at the discretion of the Departmental Business Administrator.**

**3.1** The Overtime Register should be completed by the employee indicating the hours of overtime worked (rounded off to the closest quarter of an hour), stating the reason for the overtime and signed by the immediate supervisor.

**3.2** When time is taken off against this accrued overtime, the employee should deduct this time from the running balance of accrued overtime and submit the overtime register with a Request for Leave (signed by their supervisor) indicating that the time off is overtime.

**3.3** The Request for Leave will be forwarded to the Departmental office for approval.

**3.4** Overtime records will be held in the departmental office and not forwarded to the UMG for payroll purposes unless otherwise designated or authorized by the Departmental Business Administrator as paid overtime.

POLICY \ OVERTIME