

THIS ISSUE

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BANKED OVERTIME GUIDELINES

TO : HEU EMPLOYEES OF MENNO HOSPITAL

As a reminder, please see Article 21.05

(B) Overtime earned between April 1 and September 30 shall, at the employee's option, be taken as time off or pay prior to March 31 of the next calendar year. Any unused portion of the accumulated overtime as of March 31 shall be paid out at the employee's current rate of pay.

(C) Overtime earned between October 1 and March 31 shall at the employee's option, be taken as time off or pay prior to September 30. Any unused portion of the accumulated overtime as of September 30 shall be paid out at the employee's current rate of pay.