



To: All HEU CBA Members – Menno Apartments

Over Time Bank

This bulletin is a reminder that as per Article 16.6 of the Communities Bargaining Agreement, any overtime hours banked must be used within 24 calendar weeks of being earned. Banked overtime hours not taken within that timeframe will automatically be paid out on the following pay stub.

For overtime hours banked on or prior to August 23, 2025 employees will have 24 calendar weeks from August 24, 2025 to use them. Any remaining hours not used by that date will be paid out in the next pay period.

If you have any questions or concerns, please reach out to your shop steward.

Thank you.