



**RE: CUPE Local 1825 and Holy Spirit Roman Catholic Separate Regional Division No.4  
Collective Agreement Article 5.4**

Effective immediately, I \_\_\_\_\_, agree that I may bank any approved daily extra non-scheduled hours worked (which are not overtime hours). I understand that extra non-scheduled hours must be pre-approved by the Employer. I also understand that the maximum bank time I may accumulate shall not exceed eighteen (18) hours. I agree to take banked time off as time in lieu of payment, as mutually agreed to between myself and the Employer. Any banked hours outstanding shall be paid out by August 31, 2019. This is in accordance with CUPE 1825 Article 5.4.

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Brian Macauley, Deputy Superintendent

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Employee

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

Original: Personnel file  
Copy: School Principal  
Copy: Payroll