



**RE: CUPE Local 290 and Holy Spirit Roman Catholic Separate Regional Division No.4
(Banked Time for Part-time Employees)**

Effective immediately, I _____, agree to bank any pre-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 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 290 Article 10.

Brian Macauley, Deputy Superintendent

Employee

Dated this _____ day of _____, 201____.

- Original: Personnel file
- Copy: Plant Operations Coordinator
- Copy: Payroll