



**RE: CUPE Local 290 and Holy Spirit Roman Catholic Separate Regional Division No.4  
Collective Agreement Article 10.4 (Overtime Bank)**

Effective immediately, I \_\_\_\_\_, agree that any time I work in excess of 40 hours per week, will be taken as time off at the appropriate overtime rate in lieu of cash payment by August 31, 2019. This is in accordance with CUPE 290 Article 10. The overtime bank shall not exceed 40 hours. If time off cannot be mutually agreed upon prior to August 31, 2019 then cash payment will be made.

\_\_\_\_\_  
Brian Macauley, Deputy Superintendent

\_\_\_\_\_  
Employee

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

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