

**HORNEPAYNE COMMUNITY HOSPITAL**

POLICY MANUAL

Policy No.: 100.5.39

CATEGORY: Personnel

SUBJECT: Overtime - Senior Management

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The Chief Executive Officer will be granted five (5) lieu days per annum as compensation for overtime and the Board, at its discretion may provide additional compensation from time to time depending on the nature of the circumstances.

Management staff whose jobs necessarily involve greater responsibilities ordinarily will not be compensated formally for overtime, but five (5) lieu days per annum will be granted as compensation. Management staff required to perform regular staff duties will be compensated as per overtime policy 100.5.27.

Such compensation will be prorated according to our vacation entitlement year of April 1st to March 31 for newly hired or terminated management staff.

When senior and Management staff are required to travel for hospital business, travel time may be banked at regular straight time and only in the following circumstances and approved by the Chief Executive Officer.

- a) the travel time was necessary at the time taken in order to attend hospital meeting.
- b) the travel time on weekdays is over an eight (8) hour work day, i.e.; travel on Monday 8 am to 5 pm = 9 hrs - 8 hrs = 1 banked hr.
- c) travel time on weekends or normal day off for employee will be banked at regular straight time for all hours travelled.

Issued: August 28, 1990  
Effective: September 5, 1990  
Reviewed: See Cover Sheet at Beginning of Policy Category

Authorized by:

Chairman of the Board: \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_