



Procedure Statement:

Time Adjustment Credits (TAC) are when staff are unable to take a scheduled break due to client coverage.

Definitions:

Procedure:

Time Adjustment Credits are treated the same as Accumulated time except for the following:

When staff are not able to take a scheduled break due to client coverage, i.e. break or lunch coverage, off-site work experience coverage, being the only staff on site when clients are present, etc., or dealing with customers when no one else is available due to client coverage, then they would earn Time Adjustment Credits. Time Adjustment Credits can be accumulated up to a total of 10 hours maximum. Time Adjustment Credits can be used in 15 minute increments. Time Adjustment Credits are not eligible for payout upon conclusion of employment.

Supervisors will encourage their staff to take their TACs as soon as possible.

Related Information:

305 Accumulated Time Procedure

Contact:

Human Resources Department

Roles and Responsibilities:

Employee

- Take their breaks
- Notify their supervisor that they are unable to take their break so that the supervisor can ensure that their break is taken at a later time in the day
- Entering their Time Adjustment Credits into their benefit sheets

Supervisor

- Ensure that breaks are taken during the work day

Revision History: