



**Procedure Statement:** Accumulated Time is authorized time worked by an employee in excess of the standard daily or weekly hours of work and for which the employee is entitled to an equal amount of time off at a later date. **Accumulated Time IS NOT voluntarily working more than the regular daily or weekly hours of work.**

**Definitions:**

Accumulated Time - **authorized** time worked by an employee in excess of the standard daily or weekly hours of work and for which the employee is entitled to an equal amount of time off at a later time or date.

**Procedure:**

An employee's Benefits and Conditions of Employment outlines whether Accumulated Time is applicable to them.

Payment for Accumulated Time is not permitted during the period of employment; however, when an employee leaves employment the balance of Accumulated Time is paid out at the employee's regular rate.

Same-day time adjustment of work hours occurs whenever possible, rather than Accumulated Time. This activity is coordinated by the staff person's Supervisor, e.g., workday is adjusted to begin at 7:30 a.m. – end 3:30 p.m. rather than the regular 8:30 a.m. – 4:30 p.m. thereby avoiding Accumulated Time.

Accumulated Time is authorized when a supervisor is satisfied that the work involved is essential, and that Accumulated Time is the most appropriate and cost-effective way of doing this work.

The hours of work that are considered as Accumulated Time must be approved in **ADVANCE** when possible.

**No time may be accumulated during the work day.**

The minimum time that can be accumulated or used is 15 minutes.

When an employee works 10 or more minutes she/he rounds the amount of Accumulated Time up to 15 minutes, e.g.: having to stay 10 minutes after work to help a customer, round up to 15 minutes, having to stay 5 minutes after work to do lock up, no accumulated time is earned.

Accumulated time cannot exceed certain set levels at the end of the fiscal year or it will be paid out. For employees with up to 5 years of service, they may accumulate up to 20 hours, employees with 5 or more years of service may accumulate up to 40 hours. Hours above this will be paid out in the payroll that includes March 31st.

Tenure will be based on employment time on March 31st.

The expectation is that when an employee accumulates the equivalent of one regular week of work in Accumulated Time they plan with their supervisor to start taking it off.

This be stated, if an employee earns more than one regular week of Accumulated Time they do not lose the hours they have earned that are over this amount, they simply accumulate it.

Accumulated Time is NOT given for time spent traveling for work.

A request to use Accumulated Time is made to the employee's supervisor. If the employee's supervisor is not available Accumulated Time requests are forwarded to the acting supervisor or the Executive Director for approval.



Employees' who are late arriving at work use Accumulated Time. The minimum amount of time recorded when late from 1 to 15 minutes is 15 minutes; thereafter the amount of time taken is rounded up to the next 15 minutes.

An employee works a minimum, scheduled amount of time and as a result earns a break or lunch break. Breaks and lunch breaks are not granted prior to work being performed. Example: lunch break cannot be taken from 8:00am – 9:00am when you work 8:00am – 4:00pm.

Earning of breaks and lunch breaks have an effect on the use of Accumulated Time (and other paid leaves). There are many times this occurs. Following are a few of the more frequent examples.

Taking a day of work off using Accumulated Time is the equivalent of a full work day, i.e., 7.5 or 8 hours for a full-time employee, not the work day minus the time you would have earned off for breaks and lunch break if you had worked.

Taking part of a work day off may include time off earned for a break, i.e., your normal work day is 8 hours, 8:30am – 4:30pm, you work from 8:30am – 12:00pm (3.5 hours) and take the rest of the day off using Accumulated Time. The amount of Accumulated Time used is 3.5 hours, not 4.5 hours, because you take your hour lunch break from 12:00pm – 1:00pm and Accumulated Time from 1:00pm – 4:30pm.

Taking part of a work day off may negate the earning of a break or lunch break, i.e., if you work 8:30am – 4:30pm you would normally have a lunch break; however, if you were off for the morning and came to work for 12:00pm you would not work from 12:00pm – 4:30pm and claim 1 hour of Accumulated Time for the lunch break since you did not work for the scheduled period of time prior to what would have been your lunch break period.

**Related Information:**

Benefits and Conditions of Employment

**Contact:**

Human Resources Department

**Roles and Responsibilities:**

Employee

- to have Accumulated Time approved before accumulating it.
- to properly record Accumulated Time

Supervisor

- to approve valid Accumulated Time

Executive Director

- to oversee all aspects of Accumulated Time

Human Resources

- Maintaining Procedure



Procedure Title: Accumulated Time

Procedure #: 305

Page 3

Section: Personnel

Date of Implementation:  
April 19, 1994

**Revision History:**

March 1998, March 1999, February 2002, October 2004, July 2005, May 2012, March 2013, April 2018