

CUPE Local 4625
**Time Off in Lieu or Cash Payment
For Extra Hours Worked**

Pursuant to Clause 15.0 of the CUPE Collective Agreement, I hereby agree that I choose the following method of reimbursement for hours worked in excess of my regular hours.

All extra hours worked require approval, in advance, by the Principal/designate.

All permanent and temporary employees will select either “time off in lieu” or “cash payment” method for extra hours worked. This selection must be completed no later than September 15 of each school year or the date of hire if hired after September 15. There will be only one method of payment per year per employee.

Time in Lieu

Cash Payment

Print Name: _____

Signature: _____ Date: _____

In accordance with the Freedom of Information and Protection of Privacy Act (FOIP), The Sturgeon Public School Division is authorized and required under the provisions of the Education Act and its regulations to collect, use and disclose personal information that is necessary to provide educational programming and ensure a safe and secure school environment for students.