Lester B. Pearson School Board

Commission scolaire Lester-B.-Pearson

CHRISTMAS COMPENSATORY TIME RECORD 2017/2018

To: All Regular Technical/Paratechnical/Administrative Support Positions

In order to get 10 paid days off during the Christmas break from December 25th, 2017 to January 5th, 2018 inclusive, regular employees must work beyond their normal schedule so as to accumulate the appropriate compensatory time as **agreed & pre-approved** by your Principal/Director:

- This form is for Christmas compensatory time only, **it should not be used for any other compensatory or overtime.**
- For automatically paid full-time support staff who are employed by the Board on or before December 15th, 2017, the compensatory time required is 28 hour or 4 days.
- For automatically paid part-time support staff who are employed by the Board on or before December 15th, 2017, the compensatory time is equivalent, in hours, to four (4) work days at their specific rate.
  For example, an employee working at 71.43% (a five-hour day), must do 20 hours of compensatory time:
  (0.7143 * 7 hours = 5 hours; 5 hours * 4 days = 20 hours owed)
- One PLA day may be used towards compensatory time.

Name of Employee: _____

Employee Number: _____

Place of Work: _____

I wish to use a PLA day: YES NO

Date	Reason	#Hours	Total Hrs

Date	Reason	#Hours	Total Hrs

DATE: _____

SIGNATURES: _____ _____

Employee Principal/Director

NOTE: **Please return to Jennifer Neill in Human Resources when all hours have been completed, but no later than April 13th, 2018.**