**INDIVIDUAL BANK TIME AGREEMENT**

**BETWEEN:**

**CLOUGH ENERCORE LIMITED** (“Employer”)

-and-

**xx** (“Employee”)

1. You understand and agree that as a Senior Cost Controller, you are not eligible for overtime under the Alberta Employment Standards Code. However, your Employer will allow you to bank any authorized additional hours and take time off at a later date.
2. Employees must initiate an Overtime Work Authorization Form and have it approved prior to working in excess of 40 hours per week.
3. The Company’s standard work schedule is 40 hours per week, scheduled as follows:

Monday to Thursday: 7:30 am to 5:00 pm, with a 45-minute unpaid lunch break (8.75 hours/day)

Friday: 7:30 am to 12:30 pm with no lunch break (5 hours)

1. Any preauthorized hours worked outside of the standard schedule will be banked on an hour-for hour basis.
2. In lieu of payment for additional hours, the Employee may choose to take time off for a period equal to their banked hours that would have been payable at their regular rate (“Time Off In Lieu”).
3. Time Off In Lieu shall be provided and be taken within 6 months of the end of the pay period in which it was earned unless the Employee provides the Employer with a request to extend their banked time for a longer period. Both the request and management authorization must be in writing. Subject to operational requirements, the Employer will attempt to schedule your time off at times convenient to you.
4. A maximum of 80 hours may be banked. In order to exceed the maximum 80 hours, management approval is required.
5. If Time Off In Lieu is not provided and taken in accordance with paragraph 6, the Employee will be paid for any unused banked time.
6. In the event the Employee’s employment ends before Time Off In Lieu hours are used, the hours earned shall be paid out to the Employee.
7. The Employer and Employee agree to establish a bank in the Employee’s name for the purpose of establishing compensatory time off work in lieu of pay commencing for authorized hours over 40 per week worked on or after <start date>.

Dated this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020.

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| --- | --- | --- | --- |
| Signed by: |  |  |  |
|  | Mona DeRose  Clough Enercore Limited |  | <Name>  Employee |