**INDIVIDUAL OVERTIME AGREEMENT**

**BETWEEN:**

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

-and-

 (“Employee”)

1. The “Individual Overtime Agreement” allows authorized overtime hours to be banked and subsequently taken off at a later date.
2. Employees must initiate an Overtime Work Authorization Form (CEDF-823.1) 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. Whether additional hours are considered “Overtime” is determined as follows:

Monday to Thursday: Any hours over 8.75

Fridays: Any hours over 8

OR

Any hours in a 7-day period (Saturday through Friday) over 40

1. In lieu of payment for overtime hours, the Employee will be provided with time off. For every hour of authorized overtime worked, 1.0 hours are banked.
2. 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.
3. A maximum of 80 hours may be banked. In order to exceed the maximum 80 hours, management approval is required.
4. 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 at 1.5 times the regular rate.
5. In the event the Employee’s employment ends before all Time Off In Lieu hours are used, the hours earned shall be paid out to the Employee at 1.5 times the regular rate.
6. The Employer and Employee agree to establish an overtime bank in the Employee’s name for the purpose of establishing compensatory time off work in lieu of pay commencing for authorized overtime worked on or after

Dated this day of

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by: |  |  |  |
|  | Employer |  | Employee |