

## Management Compensation Lieu Days

Procedure Number: HR.3-02-001

Sub-Topic: Management Compensation

Topic: Attraction and Retention

Applies to: Eligible Regular Full-Time Management Employees

### Purpose

This Procedure supports Management Compensation Lieu (MCL) Days Policy HR.3-02. It outlines employee and employer responsibilities for the use of MCL days in recognition of the additional hours worked beyond a regular 35 hour work week over the course of the calendar year.

### Procedure

#### Employee Responsibilities

- 1) Eligible employees as defined in the MCL Days Policy should familiarize themselves with the provisions of the Policy.
- 2) Complete the required probationary period prior to using MCL Days.
- 3) Obtain approval for the timing and use of MCL Days from their direct report/immediate supervisor.
- 4) Record MCL Days on the Salaried Attendance Report Form submitted to Financial Services/Payroll Division.

#### Employer Responsibilities

Commissioners/Directors/Managers:

- 1) Adhere to the MCL Days Policy.
- 2) Ensure that the policy is applied consistently.
- 3) Consult with Human Resources when determining the assignment of MCL days to new or re-evaluated positions.

Human Resources Department:

- 1) Ensure compliance with legislative requirements such as the Employment Standards Act.
- 2) Determine the assignment of MCL days to positions in consultation with Commissioners/Directors and Chief Administrative Officer as appropriate.
- 3) Monitor the application of the policy.
- 4) Maintain documentation regarding use of MCL days.
- 5) Maintain a record of positions entitled to MCL days.

## **Cross-References**

Corporate Policy:

Overtime Policy #HR.2-02

Resignation/Termination of Employment Policy #HR.4-03

Other Government Legislation:

[Employment Standards Act, 2000 \(ESA\)](#)

## **Contact**

Human Resources Department or at [hr@newmarket.ca](mailto:hr@newmarket.ca)

## **Details**

Approved by: Chief Administrative Officer

Adoption Date: May 9, 2005

Policy Effective Date: November 11, 2002

Last Revision Date: November 19, 2018

Revision #: 001

Revision Date: November 19, 2018

Revision #: 002