



## **Earned Time Off (ETO) Program Policy No. 15.144**

**District of Lake Country**  
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### **Date**

The following policy was approved as an Administrative Policy effective September 1, 2015

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### **Purpose**

The District is committed to providing an opportunity for employees to better manage work/life challenges through an Earned Time Off (ETO) schedule. The spirit of the Policy is one of cooperation and trust between the parties.

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### **Policy**

#### **1.1 DEFINITIONS**

ETO Schedule – a schedule where additional time is worked beyond the regular shift and banked for use as paid leave to balance work/life challenges.

ETB - the extra time worked is recorded on timesheets as earned time banked (ETB)

ETL – the subsequent time taken off is recorded as earned time leave (ETL)

Employee Group – a group of employees from one department who work together on similar tasks eg. Roads Crew

#### **1.2 ELIGIBILITY**

Full time CUPE staff that work a 5 day work week schedule of 35, 37.5 or 40 hours

#### **1.3 APPROVAL**

The Department Director must approve implementation of ETO schedule for an employee group. The implementation of ETO must have no negative impact on service operational flexibility or cost and will therefore be managed by the Department Director based on their operational needs.

#### **1.4 ETO SCHEDULE**

The ETO schedule is achieved by working an additional ½ hour beyond the regular work day, or by taking a reduced lunch break. The additional time is banked and then taken as paid leave. Coffee breaks cannot be worked and banked, and a minimum ½ hour lunch break is to be taken.

Additional ETO time above the ½ hour per day schedule may not be banked for any reason. Unionized overtime rates continue to apply to all hours worked, at the District's request beyond the ETO schedule.

#### **1.5 TIME CARD PROCEDURE**

The additional time worked as part of the ETO schedule is recorded on the employee's time card and banked at the employee's straight time rate. Time banked in conjunction with ETO schedules is to be used for paid time off; not paid out.

Vacation, statutory holiday, sick leave and ETL are taken based upon the regular shift; not actual hours worked in conjunction with the ETO schedule.

ETO banking (ETB) and ETO leave (ETL) may not be recorded on the same day.

On any day that an employee reports late for work or is absent from work for all or part of their day, they may not bank any ETO hours for that day.

#### **1.6 ETO BANK LIMITS**

ETO bank limits are (4) four days, which equates to 28 hours for employees on a 35 hour work week, 30 hours for employees on a 37.5 hour work week and 32 hours for employees on a 40 hour work week. Directors may provide all employees with the opportunity to accumulate, at a minimum, enough banked time to cover the year end closure.

The maximum bank limits may not be exceeded and ETO time cannot be carried over to the following year, except for use during the year end closure.

Earned time (ETO) may not be earned beyond November 30<sup>th</sup> of each year.

The maximum number of ETO leave days per calendar year is 10 days (70, 75 or 80 hours based on the employee's regular work schedule); the limit may not be exceeded.

Some departments, jobs or changing workloads will prevent and/or limit the extent of time employees can bank (ETB) and the subsequent number of hours that can be taken off (ETL) in a calendar year.

Employees are responsible to keep track of their banked time balances to ensure they do not exceed the maximums, however paystubs will state the ETB and ETL balances up to the pay period end date and reports will be available to supervisors through the HR or payroll departments on request.

### **1.7 SCHEDULING ETO LEAVE**

There is no set schedule. Employees must request the time off similar to vacation but on a first come basis subject to the approval of the immediate supervisor. Vacations booked prior to March 1<sup>st</sup> of each year will take precedence over ETO leave, as per the collective agreement article 22.05.

The intent of ETO program is to take short leaves throughout the year for work life balance and to cover the year-end holiday closure where applicable. ETO leave does not have to be taken in full days. An employee can request a shorter time away from the office (i.e. a couple hours) for personal and family obligations. If an employee will be utilizing and has scheduled their full annual vacation allotment, and providing there is no cost or service impact, or impact to other employees scheduling their vacation days, Supervisors may approve multi-day ETO leaves.

Multi-day ETO leaves are also acceptable to attend personal professional development activities. This does not increase the overall maximum number of days allowed per year.

### **1.8 CANCELLATION OF ETO**

If an employee reaches any ETO bank limits, they must temporarily revert to their regular schedule and inform their direct supervisor that they have reached the maximum bank.

An employee's eligibility to participate in the ETO program may be cancelled if it becomes operationally unviable or if the employee does not comply with the provisions and parameters outlined in the policy.

### **1.9 PROGRAM REVIEW**

The Human Resources Department oversees the program and should be consulted if there are any questions regarding the application or interpretation of the policy.

A program review will be conducted by Human Resources periodically to evaluate the ongoing effectiveness of the program to ensure the intent and objectives continue to be realized.

**1.10 APPROVALS, AMENDMENTS AND ANNUAL REVIEWS**

<b>Date</b>	<b>Approver</b>	<b>Type</b>
July 2015	Alberto De Feo	Original
January 2026	Paul Gipps	Text addition to section 1.6

*Original signed by Alberto De Feo*

Alberto De Feo, CAO

*30 July 2015*

Date

**January 2026 Amendment:**

*Original signed by Paul Gipps*

Paul Gipps, CAO

*January 15, 2026*

Date

I have read and understood **Earned Time Off Program Policy No. 15.144**

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Name (print)

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Signature

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Date