



Town of Happy Valley-Goose Bay
Policy Statement

Index: Finance		Policy Number: F0024	
Approved Date: February 25, 2014	Effective Date: February 25, 2014	Revision Date:	
Authority: 11 th Council of the Town of Happy Valley-Goose Bay		Page 1 of 1	

Topic: REQUEST FOR OVERTIME AND VACATION PAY

Policy Statement:

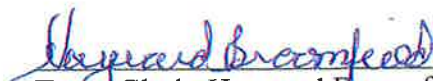
1. Request for overtime will be paid once every second week; following the week after the regular scheduled pay.
2. Only one overtime cheque will be issued and employees must have at least 20 hours of overtime. This means that if you have 40 or 80 hours of overtime to submit for payment you cannot have these split and issued in separate cheques.

The same procedure will apply for employees requesting paid vacation, when they are not taking the actual vacation.

3. Vacation Travel cheques and advance payroll cheques to be issued due to an employee on vacation, must have their request into their immediate supervisor at least two (2) weeks prior to the date they will need the same. Any requests made without this notice will not be guaranteed.

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.

Mayor, Jamie Snook


Town Clerk, Hayward Broomfield