

MEMO

To: All OPSEU Staff

CC: All Managers, Payroll Department, OPSEU Local 329

From: Human Resources Services

Date: December 19, 2024

Re: 2025 OPSEU Overtime Bank Accumulation and Payout

For the last several years, Waypoint and OPSEU have agreed to allow overtime (OT) banks to accumulate to 225 hours per calendar year. This figure represents double the maximum OT bank entitlement allowable per Article 25.03.2 of the OPSEU Collective Agreement.

We have, once again, agreed to allow staff to accumulate their OT banks to 225 hours per calendar year for 2025. Additionally, we have agreed to extend the deadline for prior year bank payouts to June 2025.

For clarity, all banked OT accumulated in 2024 will be paid out on the June 19, 2025 pay date. This balance appears on the employee paystub under "BT prior year". As of the New Year, current year banks reset to 0 and the current year balance appears on the employee pay stub under "Banked Time".

As a reminder, OT hours accumulated in the current calendar year (i.e. OT hours in 2025) can be paid out and/or transferred to an RRSP in April 2025 and October 2025 at the employee's request. Forms are available on the Waypoint Intranet > Departments, Teams & Programs > Finance > Payroll Forms.