



## **RULES ASSOCIATED WITH BANKING OF HOURS**

1. Eligible Union members and white card employees have the ability to bank hours during a calendar year.
2. These hours will be paid out at year end whether requested or not as they cannot be carried into the next year.
3. Union members and White Card employees may only bank hours more than eight (8) hours in a day or forty (40) hours in a week.
4. The employee will need to manage their time and keep track of worked hours. It is not the responsibility of the member companies or PSJEA to inform employees when they worked.
5. Entire work periods and/or work throughs that go beyond 8hrs in a day and hours beyond 40hrs in a week may be banked by completing the attached form and giving it to the PSJEA by 10:00am on Monday for the previous week's hours.
6. Employees will be charged with all earnings at the time that they work.
7. Employees may draw any portion of their banked hours during the year. Banked hours will be paid out on the same basis as they were earned on a "first in, first out" basis.
8. When requesting banked hours to be paid out, the employee must request a number of hours and not a monetary amount.
9. Hours cannot be banked by individuals with an active E.I. claim.
10. Employees wishing to have banked hours paid will have to fill out a request form. Forms will be available at the PSJEA Office.
11. The Banked Hour Payment Request Form must be completed and submitted to the PSJEA by 12:30pm Friday before payday.