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## **IN-LIEU WAGE ENHANCEMENT HOURS - HR-V-14**

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**POLICY:**

All Full Time and Part Time Non-Union employees will be entitled to receive up to 37.5 hours of paid time off in-lieu of the Wage Enhancement (ILWE) in a calendar year.

Non-Union employees will receive up to 37.5 hours of paid time on the 1<sup>st</sup> day of each calendar year. The amount of ILWE hours is calculated based on the regular hours the employee is expected to work in the current calendar year. Such ILWE hours is to be used within the calendar year and will not be carried over to the next calendar year and may not be converted to pay in lieu. If an employee leaves the organization prior to the end of the calendar year, any ILWE hours unearned will be reconciled and recovered by the organization.

**RECOMMENDED BY:** Executive Director

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Human Resources, Community Services Administration

**ORIGINAL POLICY DATE:** January 2024

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**

