



## **BANKED TIME POLICY**

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### **Intent**

It is the general policy of The Authentic T-Shirt Company®/SanMar Canada (The Company) that salaried employees not work over forty (40) hours during a workweek to complete their normal duties. However, it is recognized that there may be occasions when salaried employees must work beyond previously established work hours to meet department goals. For such situations, the Company authorizes Banked Time off for non-management positions under the following guidelines.

### **In the Banked Time Policy you will find:**

- Definition of Manager under the Banked Time Policy
- Definition of Banked Time
- How to Receive Banked Time Credits

### **Manager Definition**

Employees defined as a “manager” under provincial employment standards legislation are exempt from overtime pay or Banked Time.

### **Definition of Banked Time**

Banked Time at The Authentic T-Shirt Company®/SanMar Canada is when a salaried non – management employee works beyond a normal workday or the normal workweek defined by provincial employment standards legislation. Sometimes salaried non-managerial staff are required to work outside of their normal workday of eight (8) hours or the normal workweek of forty (40) hours as a project dictates.

### **How to Receive Banked Time Credits**

When this happens, employees are eligible to accrue and take Banked Time at the discretion of Senior Management or their direct manager. To qualify for Banked Time, additional hours must be approved by their direct manager before the hours are worked. Last-minute requests for banked time will be reviewed on a case-by-case basis.

Banked Time is earned at rates outlined by provincial employment standards legislation.

## **WORKER ACKNOWLEDGEMENT**

I, \_\_\_\_\_, acknowledge that I have read and understand the Banked Time Policy at The Authentic T-Shirt Company®/SanMar Canada. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Signature