The ETO – HOW FAQ’s have the following new or updated content:

New:

➢ FAQ 1 – How long is the ETO – HOW pilot project?
➢ FAQ 2 – Are there any changes to the pilot with the extension?
➢ FAQ 6 – What is an individual Annual Work Schedule (AWS)?
➢ FAQ 18 – What is the difference between a Regularly Scheduled Day Off (RSDO) within my work pattern and scheduled ETO Taken?
➢ FAQ 19 – How is an RSDO reflected in Time and Leave?
➢ FAQ 20 – What happens if an employee is called into work on either an RSDO or scheduled ETO Taken?

Updated:

➢ FAQ 4 – After a HOW Agreement (MOU #1) has been completed for my workgroup/employee, how do I request a Time and Leave change to the individual time card for each of my employees?
➢ FAQ 13 – When should requests to frontload the Surplus ETO hours for 2020 be submitted?

1. Q: How long is the ETO – HOW pilot project?

A: The initial pilot project was set to run from April 1, 2019 to March 31, 2020. The pilot project has now been extended until March 31, 2021. It will continue to run as a pilot project and any further updates regarding the status of the project will be determined by Labour Relations and the BCGEU; any changes will be communicated out to employees.

2. Q: Are there any changes to the pilot with the extension?

A: Yes. Frontloading of ETO credits will be eliminated as of August 30th, 2020, therefore, no new frontloaded schedules will be approved. Employees who are currently on existing frontloaded schedules will be transitioned to an accumulator schedule effective August 30th, 2020. Further communication on this transition will be supplied at a later date. Employees currently on a frontloaded schedule may have credits added for April 1, 2020 to August 29th, 2020. Afterwards, all ETO credits will be earned and approved by pay period in the Time and Leave system based on the accumulating schedule for your workgroup. The August 30th effective date will allow adequate time to facilitate a smooth transition.
3. **Q:** How do I request to add a copy of the ETO – HOW Agreement form (MOU #1) to an employee’s personnel file?

   **A:** A HOW Agreement form (MOU #1) needs to be completed and put on the personnel file for all employees it applies to for each work group. Copies of the HOW Agreement form can be submitted through an [AskMyHR](#) service request, using the following subject line and subcategory:

   **Subject line** – ETO HOW Agreement Records (x # of Employees)

   **Subcategory** – Employee & Labour Relations > Employee Personnel File

   In batches of 10 employees maximum, list the employee names and ID numbers for each employee who requires the HOW agreement added to their file.

   A copy of the completed MOU 1 must be provided to the local shop steward. You do not need to complete a new MOU 1 unless there are changes.

4. **Q:** After a HOW Agreement (MOU #1) has been completed for my workgroup/employee, how do I request a Time and Leave change to the individual time card for each of my employees?

   **A:** If an employee’s schedule has changed this year and is not up to date in Time and Leave then a schedule change request is required. If there is no change to the schedule, then no schedule change request is required.

   To initiate a schedule change request, go to the [Time and Pay Portal](#) and select the “Forms” tab to access the Employee Information form for Time and Leave. Please add the schedule you are selecting into the comments field of the form and specify if the employee will be on an ETO accumulator or not. For employees with an ETO accumulator select the special code “ETO Accumulator” when completing the forms.

   A large quantity of individual time card changes (10 or more), should be submitted on a spreadsheet via an [AskMyHR](#) service request with the following subject line and subcategory:

   **Subject line** – ETO Schedule Changes (x # of Employees)

   **Subcategory** - Submit a Form or Document > Other Form Submissions

   **Please note:** A [sample excel chart](#) is available on MyHR – this is the minimum information required for entry but add columns to meet your needs. The following information should be included on your spreadsheet to create a new annual work schedule for each employee:

   - Schedule # from Hours of Work Table
   - Employee’s name
   - Employee ID #
   - Department ID #
   - Schedule start date
   - Shift start/end times
   - Shift pattern
5. Q: What if the ETO - HOW schedule for my employee work group is not changing?

A: If the ETO HOW schedule is not changing for your work group, a new individual time card change form from Time and Leave may not be required for each employee. All ETO Component work groups should have had a HOW Agreement form (MOU #1) completed by April 01, 2019.

6. What is an individual Annual Work Schedule (AWS)?

A. The Annual Work Schedule (AWS) is a self serve template tool for local managers and employees to do all HOW scheduling and any changes. An Annual Work Schedule template is available on the Time and Pay Portal. After the MOU 1 has been completed, each employee should have an individual Annual Work Schedule drawn up at the local level by April 01. The Annual Work Schedule covers the 12 month period (April to March), and it shall include any seasonal periods, occasional weekend work, days of rest, scheduled ETO and scheduled annual vacation. Copies of the Annual Work Schedule are to be held at the local level, all schedule information must be recorded on this form. This form is NOT SENT TO MyHR and does NOT take the place of an actual Schedule Change Request.

7. Q: Where can I find information about my schedule and/or how to make Time and Leave entries?

A: Visit the Time and Leave Support site for online resources about your schedule and how to make Time and Leave entries.

Note: Employees can determine if they are on an ETO Accumulating Schedule in Time and Leave by going to their timesheet and hovering the cursor over their name to display their Time and Leave workgroup. ETO employees on an Accumulating schedule will see ACC as part of their workgroup; ETO employees who have their ETO balances frontloaded will not see this code.

8. Q: Who can I talk to if I have questions about my new schedule and/or how to make Time and Leave entries?

A: You can contact the BC Public Service Agency Contact Centre through an AskMyHR service request or visit Contact Us for more options.

9. Q: Are Part-Time employees eligible for ETO?

A: No. Part-Time employees, working less than 35 hours per week, who are scheduled to work a full shift shall be subject to the same work schedule applicable to their workgroup. This means that the start and end times for that full shift will be equivalent to that of their full-time peers. Part-time employees receive compensation for the hours worked as regular hours paid and are not eligible to bank ETO for hours worked in excess of 7 hours per day. Hours worked in excess of 35 hours per week will be compensated at the applicable overtime rates.

In the event a part-time employee’s time card needs to be adjusted from a 7 hour day to match the daily shift schedule of their work group (no more than 10 hours maximum), Shift Override must be used. Please refer to the Shift Override document on the Time and Leave Support site.
10. Q: Are As and When (Hourly) Auxiliary employees eligible for ETO?

A: As and when (hourly) auxiliary employees who are offered a couple days of work in a given work week are not eligible to accumulate ETO hours and are compensated at straight-time rates for regular hours worked. They may work up to the daily hours of the work group they are assigned to and up to 35 hours a week. If the cumulative hours exceed the weekly maximum, they will be compensated at the applicable overtime rates.

In the circumstance that an as and when employee is offered work on a full time basis (at least 35 hours per week) that is equivalent to a full-time employee’s schedule, then they will be eligible to bank ETO hours for hours worked above 35 hours per week. For example, an employee working the full week with 10 hour work days would receive pay 7 hours straight time and bank 3 hours ETO for each day worked for a total of 15 ETO hours. An hourly employee working a single 10 hour day is compensated with regular hours paid only.

11. Q: Are Youth Employment Program (YEP) employees eligible for ETO?

A: No. The hours of work for students following an ETO Table schedule shall average 35 hours per week consistent with the work group they are assigned to. Students do not accrue surplus hours after 35 hours per week but would be eligible for overtime as appropriate. If overtime were to be applied, it would be pursuant to the schedule for the work group.

The hours of work for students following a work group on an averaging schedule shall be no more than 10 hours in one day or 70 hours in a biweekly period. Students following a work group on an averaging schedule will have overtime applied after 70 hours biweekly.

12. Q: How does an ETO Leave Bank get set up?

A: During the pilot project there are two methods available for providing ETO. Effective August 30th, 2020, Option B will be eliminated.

Option A - By Pay Period with an ETO Accumulator Schedule - ETO credits are accumulated by day, based on the Scheduled shifts in the Pay Period. Once the Timesheet is approved by the Level 2 Expense Authority and the payrun is complete for that pay period, these credits will be reflected in the ETO Leave Bank. For more information on managing this type of schedule, please refer to the Earned Time Off Overview document on the Time and Leave Support site.

This method may allow the scheduling of leave using ETO hours before the ETO has been earned, if that option has been chosen. This is accomplished by allowing the ETO Leave bank to go into the negative. To be able to go into a negative balance, the expense authority need only provide their approval once and this can be submitted through an AskMyHR service request.

- ETO (surplus hours) will not be front loaded;
- Employees will earn ETO Credits by shift;
- Employees will be on an ACC rule and Workgroup;
- An ETO Taken day as part of the regular shift pattern may be part of employee schedule. Any other ETO Taken should be entered through the Leave Module;
• The draw down selection of ETO for employees may be one of three values. Ministries and employees are responsible for monitoring any negative ETO bank values.

• An overdrawn ETO bank will result in an individual employee overpayment situation.

**Option B - Annual Credit** - ETO ‘Surplus Hours’ are ‘frontloaded’ to the ETO Leave Bank manually by Payroll, at the start of each calendar year. This allows the employee to schedule the leave for the entire calendar year, in the same manner as annual vacation, using the leave module. Expense Authority is required to provide the annual credit and may submit approval through an through an AskMyHR service request. The approval must include the employee name, employee #, schedule pattern # and total estimated ETO hours the employee will earn for the entire calendar year.

For 2019 calendar year, the Surplus Hours were pro-rated for the period Apr 1 – Dec 31, 2019. For 2020 calendar year, the Surplus Hours are pro-rated for the period of January 1 – March 31, 2020 for the duration of the pilot and will be entered by Payroll as received. Surplus Hours calculated for April 1 – August 29, 2020, are listed in the table below.

A spreadsheet is available on MyHR which can be utilized and submitted for all employees from one branch if the front load is requested. The spreadsheet will need to be submitted by the branch each calendar year.

• The ETO hours are ‘advanced’ in this option, similar to annual vacation
• Employees are able to draw on ETO hours before they are earned
• Any over taken ETO hours will be treated as an overpayment and must be recovered.
• ETO leave banks will require adjustments in the following circumstances (but not limited to):
  o moves to a position where ETO is no longer earned
  o is on a long term leave that would not accrue ETO
  o LWOP is recorded for a full day where the shift length is usually greater than 7 hours (See FAQ #19)
  o for longer term STIIP leave taken, beyond one pay period
  o temporarily moves to another schedule such as a BCWS TEAMS fire suppression/provincial emergency deployment, or a seasonal period schedule
  o retirement
  o termination
• If an employee switches mid year to a schedule whereby they accumulate ETO, the bank will need to be adjusted accordingly e.g. seasonal schedules.

13. Q: When should requests to frontload the Surplus ETO hours for 2020 be submitted?

A: Employees currently on a frontload ETO schedule can now have requests submitted to load their credits for April 1<sup>st</sup> to August 29<sup>th</sup>, 2020. Afterwards they will be moved to an ETO Accumulator schedule.

Branches can submit spreadsheet requests to load 2020 surplus hours for their employees through an AskMyHR service request. Please allow up to two full pay periods for processing the requests. Please note that Payroll will not process requests for 2020’s full year of surplus hours unless the pilot project is established as permanent.

The below chart details the amount of ETO earned by Pay Period, January 5<sup>th</sup> - August 29<sup>th</sup>, 2020, which accounts for the schedule pattern and statutory holidays. For January 1<sup>st</sup>- 4<sup>th</sup>, Ministries will have to determine the credits needed based upon the employee’s own schedule. Due to split pay periods from Jan 1- March 31<sup>st</sup> and April 1 – Aug 29<sup>th</sup>, estimated pro-rated totals are included for each date range. Schedules with a negative surplus are not included. The chart provides details for the schedules that are the most commonly used; if the
schedule for your work group is not reflected and you require assistance in calculating a pro-rated ETO Surplus, please submit an AskMyHR service request.

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<table>
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*Estimated values only, actual values including partial pay periods may vary based upon the employee’s days of rest.

14. Q: - What if an employee temporarily moves to another schedule such as required on a BCWS TEAMS deployment?

A: If an employee temporarily moves to another schedule (such as a 7 hour schedule for BCWS TEAMS deployment during fire suppression or emergency response), where ETO is no longer earned, the employee and their base supervisor must take measures to ensure no overpayment occurs. Any over taken hours will be treated as an overpayment and must be recovered.

Please see FAQ #13 regarding how to adjust ETO banks for ETO hours not earned.

*BCWS Headquarters adjusts ETO via diaries received for deployed BCWS employees.

15. Q: How to adjust ETO Banks for ETO hours not earned:

ETO leave banks will require adjustments in the following circumstances (but not limited to):
For longer term STIIP leave taken, beyond one pay period
- Employee temporarily moves to another schedule such as a BCWS TEAMS fire suppression/provincial emergency deployment, or a seasonal period schedule.
- LWOP is recorded for a full day where the shift length is usually greater than 7 hours (See FAQ #19)
- An employee with a frontloaded surplus is on long term leave, transferred or promoted to another position, retires or terminates their employment.

To adjust ETO banks, please see the options below applicable to the specific schedule type. If the employee’s status is changing from Full-Time to Part-Time or As and When Auxiliary, please submit a new Schedule Request through the Employee Information Forms on the Time and Pay Portal.

**Option A - By Pay Period with an ETO Accumulator Schedule**

If an employee is earning ETO by Pay Period (daily) the supervisor or manager can use one of the following options to negate the ETO Credit:

- Shift Override to a 7-hour shift**
- For each day that ETO needs to be negated, add a line and add an ETO Credit TRC with a negative value for the same number of hours as the ETO Credit
- Move the ETO Credit to Unapproved Hours in the Move Time Reporting Codes section
- In the circumstance where an Approver needs to make changes more than 4 pay periods in arrears, Expense Authorities, Managers, or Supervisors can submit an AskMyHR Service Request. The request must include the employee name, employee #, the reason for the adjustment, and the amount of the adjustment. Any over taken hours will be treated as an overpayment and must be recovered.

** Using Shift Override to change a shift will then allow this shift to be extended in an overtime situation if necessary.

If an employee has an ETO Taken TRC built into the schedule, the supervisor or manager can use one of the following options to negate the ETO Taken:

- Shift override to a shift that does not have the ETO Taken TRC attached
- Add an ETO Taken TRC with a negative value for the same number of hours as the ETO Taken TRC. This will ensure that the credits are easily reconcilable, and it will not show as ETO taken.
- Move the ETO Taken to Unapproved Hours TRC in the Move Time Reporting Codes section of the Timesheet

Please refer to the Shift Override and Record Sick Leave (STIIP) documents on the Time and Leave Support site.

**Option B - Annual Credit** - ETO ‘Surplus Hours’ are ‘frontloaded’ to the ETO Leave Bank manually by Payroll, at the start of each calendar year. This option will be eliminated as of August 30th, 2020.

If an employee is ‘frontloaded’ ETO, the supervisor or manager options to negate this are:

- Shift Override to a 7-hour shift** when applicable, and one of the following:
  - Adjust the ETO in Time and Leave per day or pay period as necessary. Time Approvers and Expense Authorities have the access to enter an ETO Credit TRC with a negative value in the Hrs/Amount
column to negate any applicable front loaded credits. Adjustments will not appear until they have been approved and a payrun has occurred.

- In the circumstance where an Approver has lost access to the timesheet or are greater than 4 pay periods in arrears, such as position changes or long term leave, Expense Authorities, Managers, or Supervisors can submit an AskMyHR Service Request. The request must include the employee name, employee #, the reason for the adjustment, and the amount of the adjustment. Any over taken hours will be treated as an overpayment and must be recovered.

Please refer to the Shift Override and Record Sick Leave (STIIP) documents on the Time and Leave Support site.

16. Q: Does ETO accumulate over a fiscal year or calendar year?

A: ETO is earned on a calendar year similar to vacation.

The language of the component agreement effective April 01, 2019, implies that the ETO banks are calendar year based, not fiscal year based. ETO is prorated for 2019, because the accumulating and scheduling of ETO under the new language began in April 2019. During the pilot, 2020 ETO will be prorated for January 01, 2020 to March 31, 2020. It states under Article 7 that all ETO from the previous year, must be scheduled by January 15 and taken by March 31, following the year in which it was earned. For 2019, it means that all ETO earned between April 01 and December 31, 2019, must be scheduled by January 15, 2020 and taken by March 31, 2020.

17. Q: Three of the HOW schedules in the table have shortages; how are these shortages made up to ensure an employee has a work schedule that averages 1827 hours annually?

A: The surplus and shortages listed in the Table schedule are estimates. However, in keeping with the requirement under Art. 14 of the Main Agreement that all work schedules add up to an annual average of 1827 hours, if additional hours are needed to make up the shortage these are scheduled by mutual agreement. Art. 15.6 of the Main Agreement prevents the Employer from clawing back pay when there is a shortfall, but this clause does not prevent the scheduling of additional hours, by mutual agreement, when there is a shortage. During the pilot, Ministries are tracking this shortfall information internally. Please contact MyHR to discuss your work group’s specific situation if you need further assistance.

18. Q: What is the difference between a Regularly Scheduled Day Off (RSDO) within my work pattern and scheduled ETO Taken?

A: There are schedule patterns where additional days of rest other than a standard weekend is built into the schedule, such as schedule 6 with a pattern of 5:2 and 4:3. This is a Regularly Scheduled Day Off (RSDO). The day off is earned by working the additional hours throughout the pay period and the employee receives the same day off each pay period.

Scheduled ETO Taken is where an employee and their supervisor agree that the employee may take time off using their available ETO surplus hours and is recorded through a leave request in the same manner that Vacation is approved and recorded.
19. **Q:** How is a Regularly Scheduled Day Off (RSDO) reflected in Time and Leave?

**A:** Option A - ETO Accumulator Schedule
- Due to system limitations, an RSDO will automatically appear as a scheduled day of work on the timesheet and an ETO Taken code built into the timesheet to show they are off work. This is to balance out the ETO credits earned throughout the pay periods so that only the surplus is banked. The ETO Taken recorded for the RSDO will not appear in the leave request history.

Option B – Frontload Schedule with Annual Credits
- In Time and Leave, employees with this type of schedule will show the RSDO as an OFF Shift with no scheduled hours.

20. **Q:** What happens if an employee is called into work on either an RSDO or scheduled ETO Taken?

**A:** When an employee is called into work on what would be the RSDO within their work pattern, they are entitled to overtime at double-time rates. If called into work when taking scheduled leave, recorded as ETO Taken in a leave request, the leave request is cancelled, and overtime is not applicable. Employees may be called in to work on scheduled ETO taken only in specific emergency type circumstances.

For employees on a **Frontload schedule only**, refer to the [“Record Overtime (Punch Timesheet)”](#) for instructions on recording overtime on an unscheduled day of work.

For employees on an **Accumulator only**, when called into work on an RSDO, an adjustment needs to be made to the timesheet in order to record the hours as overtime.

- Use Shift Override to remove the scheduled day of work and ETO Taken by recording an OFF Shift
- Enter the hours worked into the in/out punches on the timesheet. Time and Leave will automatically calculate overtime once the shift is changed to OFF.
- Add a new line to the timesheet and enter a TRC code for ETO credit, with a negative -7 hours in the Hours/Amount column. This will balance out the credits earned during the pay period to ensure an employee is not overcredited.

21. **Q:** As an employee on a Table schedule, can I enter my leave request for vacation or ETO for the entire year in advance?

**A:** Most employees earn ETO by pay period and this is credited to ETO banks the following pay period. All employees who are on one of the 24 schedules under the ETO Hours of Work Table should schedule their estimated annual surplus hours (ETO) into the Annual Work Schedule (AWS). At this time, employees that are not able to enter pre-earned ETO credits on their time cards can schedule their time in advance with their supervisor on the AWS and submit it into the Time and Leave system when the ETO hours have been earned. Employees are responsible for ensuring that they are working the required surplus hours to earn the ETO for their schedule, so they do not incur an overpayment.

For this calendar year (2020), employees who have their ETO bank front loaded with their estimated ETO up to August, prior to earning it, will be able to record leave once it has been loaded.
Please note: if you have ETO days prescheduled or RSDo days built into your schedule, do not include these days in your leave request. You must request your vacation or other leave around these days. Please note that averaging employees may need to have their Time Approvers change their shifts, using Shift Override on the Timesheet, for the leave to be taken at the correct amount.

22. Q: When vacation leave requests are recorded for employees on a Table schedule, how many hours are deducted per scheduled day of work?

A: When the vacation leave request is entered, the schedule in the system at that time is used to determine the amount of leave being requested or recorded. If an employee’s scheduled day of work is 10 hours and a full day of vacation leave is taken, then 10 hours will be deducted for the vacation leave taken.

23. Q: When Special Leave is requested and recorded for employees on a Table schedule, how many hours are deducted per scheduled day of work?

A: Special leaves are recorded based on the actual shift length. For example, employees on a scheduled shift length of 8 hours would draw Special Leave up to 8 hours depending on the length of Special Leave taken during the work day.

24. Q: How should leaves without pay be recorded?

A: Leaves without pay should be recorded as a 7 hour day or the shorter length in the event the employee works less than 7 hours and uses accrued ETO. When completing the leave entry, it will need to be a ‘partial day’ entry to submit for 7 hours of leave for each applicable day. For both frontloaded ETO credits and accumulated, the ETO bank will need to be adjusted accordingly as it is not earned on leaves without pay. The supervisor or manager must:

- Shift Override to a 7-hour shift/day or
- Add a line on each day and negate the accrued ETO Credit hours.
- Do partial day entries (e.g. 3 hours of LWOP plus 2 Hours of ETO taken)

25. Q: When an employee is unable to report to work because of an illness or injury that prevents them from working, what does the employee need to do to inform their supervisor of their inability to report to work?

A: Under the terms of the STIIP/LTD plan (Appendix 4 in the BCGEU Main Agreement), employees are required to inform their supervisor or manager as soon as possible of their absence; this is required by S. 1.7 of the STIIP provisions in Appendix 4. This includes the employee informing their supervisor or manager of their expected return to work date, prior to that date, so that backfill arrangements, if needed, can be made and to ensure that the leave is properly recorded and approved for pay purposes. This implies that communication between the employee and their supervisor or manager needs to be maintained during the absence, in case something changes that impacts the expected return to work date.
26. Q: For employees on an ETO HOW Table Schedule, what needs to be done if the employee is going to be on a Short Term Illness & Injury Plan (STIIP) absence for longer than one pay period?

A: For employees on an ETO HOW Table Schedule the following apply:

**During the first pay period of illness:**
- STIIP is recorded at the actual shift length.
- ETO Accumulator Employees will need to record their leave requests around the ETO taken if the absence is occurring across multiple days within the same pay period.
- ETO Accumulator Employees will continue to be deducted for any scheduled ETO taken during the same pay period. This is similar to how we treat STIIP occurring around an RSDO in an MWW schedule during the same pay period.
- Frontload ETO Employees do not make schedule changes in the first pay period.

**If the STIIP absence is going to exceed or has exceeded one pay period:**
- Regardless of whether the employee is on accumulator or frontloaded schedules, the employee will not accrue ETO and will revert to a 7 hour, 5:2 schedule at the beginning of the second pay period of absence.
- When an employee is on a STIIP absence for longer than one pay period, scheduled ETO is to be displaced by STIIP.

However, supervisors and managers can exercise discretion if they know, based on their communication with an employee, they are going to return to work shortly after the end of a pay period, e.g., within a day or two of the next pay period starting. If the employee is going to be absent for another week following the end of the first pay period, the employee will not accrue ETO. This way, the risk of the employee being put into an over usage of Earned Time Off for top up purposes will be minimized, thus reducing the risk of an overpayment and subsequent recovery situation. Earned Time Off amounts have to be adjusted for the length of the STIIP absence, too, if it exceeds one full pay period.

**STIIP Trial and Return to Work:**

If there is a long term STIIP absence and a return to work STIIP trial is being implemented, the employee may not revert back to their previous schedule and must remain on the 7 hour, 5:2 schedule until they have been cleared to return to full-time work and full duties.

**Averaging Schedule Employees:**
- Employees who are in MOU 6 work groups and who have opted to work an averaging schedule would default to a 7-hour day immediately on the first day of STIIP.

Please refer to **FAQ #13** for how to adjust ETO Banks for ETO hours not earned. For additional information on making entries in Time and Leave, refer to the [Shift Override](#) and [Record Sick Leave (STIIP)](#) documents on the [Time and Leave Support](#) site.
27. Q: How is Top Up applied when recording a STIIP absence?

A: Employees who are eligible for STIIP with top up will have their top up drawn in the mandatory order. In the mandatory order of banks available for STIIP top up, ETO comes before Annual Leave. If your ETO bank is pre-populated and you wish to top up your Short Term Illness and Injury Pay (STIIP), it will draw from your ETO bank before drawing from Annual Leave.

28. Q: How will Statutory Holidays be accounted for?

A: There is no change to how Statutory Holidays are calculated in Time and Leave. The ETO Hours of work calculations take into account statutory holiday variations and fluctuations in hours of work over any particular year. Therefore, no further calculations need to be done outside of the schedules on the ETO – HOW Table. Full-time employees will continue to receive full bi-weekly pay (70 hours) when statutory holidays occur. Auxiliary employees, if eligible, and Part-time employees, will receive pro-rated statutory holiday pay. Employees who are 24/7, who are scheduled to work the Statutory Holiday, are credited with ETO, employees who are Monday to Friday, are not. For detailed information about how Statutory Holiday pay is calculated in Time and Leave, please refer to the Statutory Holiday Calculations in the Time and Leave information document on the Time and Leave Support site.

Please note: If the Employer requires a Monday to Friday employee to work a statutory holiday, double time overtime for the hours worked on the statutory holiday and a day off in lieu (7 hours) to be scheduled within 60 days of the stat will be applicable.

29. Q: What happens when an employee changes their shift?

A: Employees on a Table schedule may have their start or finish time adjusted by up to three hours with a minimum of 14 days’ written notice to the employee. A shorter period than 14 days may be mutually agreed to by the Employer and the employee. Notice to change a start or finish time must be for operational reasons and such notice must include those reasons. An employee may also request to adjust their start and finish time of up to three hours for personal reasons.

When an employee changes their shift/s, Shift Override must be used each and every time, every shift change – this cannot be completed by the employee and will have to be done by their supervisor or manager. These are not 70/140 Averaging Timesheets where the hours are elapsed and may be changed daily. They are punch Timesheets with fixed in/out punches/shift per day.

Please refer to the Shift Override document on the Time and Leave Support site.

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