



Rural Municipality of Corman Park No. 344 Policy

Policy # HR-001

Policy Title: EDO Policy

Policy Objective:

To provide direction to Administration regarding accumulation and scheduling of Earned Days Off (EDO) for non-union Administration office employees.

Authority: (Bylaw#, Resolution date/#)

Council Resolution: November 26, 2012

Policy:

Non-union Administration office employees who reduce their lunch hours to 30 minutes will be eligible for EDO's every 3rd week, as departmental scheduling permits. It is encouraged that EDO's are taken as they are earned however; during times where full departmental staff is needed EDO's may be banked to a maximum of 3 and must be used prior to year end.

The base EDO schedule will be as follows:

Administrative Staff	Every 3 rd Friday
Planning Staff	Every 3 rd Friday
Public Works Admin/Clerical	Every 3 rd Monday or Wednesday as per schedule

The EDO schedule will be maintained by the Human Resources Officer.