

		POLICY
SECTION: HUMAN RESOURCES		NO: HR-TR-01
REFERENCE: TRAVEL		Date: June 27, 2020
		NEXT REVIEW: JUNE 2022

TITLE: TRAVEL - EMPLOYEES

1.0 TRAVEL OUTSIDE NORMAL WORK DAY

1.1 Accumulation of compensating time will be subject to the following:

- a) Although employees of the City of Dryden will not be regularly required to travel outside regular working hours, it is the policy of the City of Dryden to compensate for travel time outside the City limits when an employee is attending a mandatory (training that is deemed essential to an employees core responsibilities of his/her job) training session as approved by his/her immediate Supervisor.
- b) Travel time will be compensated on a straight hour for hour basis, equal to the actual time in transit required either by air or ground transportation to the destination and return only (by the most economic route).
- c) Where travel is required on regular days off (normally Saturday/Sunday) or on statutory holidays, the employee may still only bank the travel time at straight hours.
- d) All employees are entitled to be compensated up to a maximum of seven (7) or eight (8) hours per day (this is based on an employee's normal work day) for travel time.

2.0 COMPENSATING TIME OFF

- 2.1 Compensating time off will be taken subject to the following:

Travel – Employees

All travel time hours will be taken off as lieu time.

- a) Compensating time off will be taken at a time at the approval of the appropriate supervisor/manager.
- b) All compensating hours must be taken off by March 31st of the following year.
- c) Compensating time not taken by March 31st of the following year will be lost.

History			
Approval Date:	December 10, 2001	Approved by:	Council Resolution
Amendment Date:	November 1, 2004	Approved by:	Council Resolution
Amendment Date:	November 9, 2004	Approved by:	Council Resolution
Amendment Date:	June 4, 2018	Approved by:	CAO
Amendment Date:	June 27, 2020	Approved by:	CAO
Amendment Date:		Approved by:	

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.