



Memo

TO: ALL STAFF

FROM: Clara Young, Director of Finance & Administration

DATE: March 8, 2024

RE: CTO Pay Out

Please be advised that **all** accumulated Compensating Time Off (CTO) will be paid out to Agency employees.

The CTO balances at the end of Pay Period March 2 - 15, 2024 will be used to calculate the pay out.

There will be a separate payroll run and this will be paid out on Thursday, March 28, 2024.

As per Finance and Personnel Policy, **2.14 Overtime and Compensating Time Off (CTO)**, "Tikinagan Child and Family Services may pay out all accumulated CTO at regular intervals...".

Employees will not be entitled to carry forth CTO balances.

Effective March 16, 2024, employees will start a new cycle of CTO accumulations for overtime worked.

As a reminder, all overtime must have prior approval by your Supervisor/Service Manager.

If you have any questions or concerns, please contact your Supervisor or Service Manager.