

VIC JUBA COMMUNITY THEATRE POLICY

Title: Banked Hours
Effective: May 31, 2005
Revised: January 31, 2018



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1. Vic Juba Community Theatre will provide full-time employees time off for hours worked in excess of 40 hours in a calendar week.
 2. The employee will be eligible to take 1.5 hours off for every banked hour.
 3. Time off must be pre-approved by the employee's immediate supervisor.
 4. Banked hours shall not exceed 75 hours.