

At the conclusion of the Approval Period, a reconciliation of hours will be conducted by the manager and employee.

If an employee terminates, goes on leave, or cancels their Reduced Hours of Work Arrangement, reconciliation must be completed. In the case of termination, reconciliation must be completed prior to the Human Resource Service Centre (HRSC) processing any entitlement payouts.

Timekeepers will run a report from Discoverer, Reduced Hours-HNW Summary at the conclusion of the Approval Period and provide it to the manager and employee.

This report indicates the hours recorded as Hours Not Worked (HNW) within the Approval Period and these hours must match the number of hours not worked agreed to on the Reduced Hours of Work Arrangements Application Form.

Optional reports can be run during the Approval Period upon request to the Timekeeper.

In the event that the hours not worked do not reconcile with the original approval, the following options could be considered:

- Payment of Extra (EX) hours as coded on the timecard.
- Adjust time codes from HNW to other paid time off, Vacation Leave (VL), Scheduled Days (SU) or a Leave without Pay code.

Based on operational needs and workload, the best option will be determined by the manager and employee.