

Management Compensation Option (MCO) Policy

POLICY #PC-02-09

FINAL

PURPOSE

The purpose of the MCO Policy is to outline the eligibility criteria for MCO days for employees who are not eligible for overtime pay under OLG's Overtime Policy.

APPLICATION AND SCOPE

This policy applies to OLG regular full-time and contract employees in salary Grades 22 and above. Part-time employees are not eligible.

POLICY STATEMENT (& GUIDING PRINCIPLES)

The Ontario Lottery and Gaming Corporation's (OLG) Management Compensation Option (MCO) Policy provides time off to employees who are not eligible for hourly overtime pay. These days reflect the reality that some positions often require working hours beyond the 36.25 hour workweek.

REQUIREMENTS

1. Regular full time and contract employees in job grades 22 and above are eligible for five (5) days (36.25 hours based on OLG's standard daily hours of work of 7.25) of leave with pay per calendar year (January 1 to December 31) unless they have been approved for the overtime exception list.
Note: The overtime exception list recognizes unusual circumstances where an employee typically not eligible for overtime (based on their job grade level) would receive overtime for a limited period of time.
2. Employees in job grades 22 and above who are on the overtime exception list are ineligible for MCO days while on the exception list.
3. MCO credits are prorated based on the employee's start date with OLG and/or eligibility date.
4. MCO credits are prorated for every full month of any unpaid leaves of absence (excluding approved statutory leaves).
5. Unused MCO credits are forfeited at the end of each calendar year; OLG will not payout any balances remaining at year end nor are unused MCO credits carried forward to a future calendar year, nor can they be banked.
6. All unused MCO days are forfeited when employment ends.
7. MCO days taken in excess of pro-rated entitlement at the time of the cessation of employment for any reason are deducted from the employee's final pay.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Employee	<ul style="list-style-type: none">▪ Submit MCO Leave requests in Workday and secure manager approval prior to the start date of the leave.▪ Adhere to the policy as outlined above and ensure that credits are used in the year they are earned.

Manager	<ul style="list-style-type: none"> ▪ Provide prompt review for approval for time off requests. ▪ Provide proper documentation with supporting rationale for employee overtime exceptions. ▪ Secure approval from People and Culture for overtime exceptions. ▪ Ensure eligible employees adhere to policy and time is used in the calendar year it is earned.
People and Culture	<ul style="list-style-type: none"> ▪ Administer the policy as outlined above. ▪ Approve requests to grant overtime exception.

RELATED POLICY INSTRUMENTS

- Overtime Policy

POLICY OWNER

Director, Total Rewards
People and Culture

POLICY APPROVAL

Approver	Date
Senior Vice President, People & Culture	December 2021

REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
July 6, 2023	Policy Services	<ul style="list-style-type: none"> ▪ Updated template ▪ Supersedes MCO Policy (version effective Dec 2021)