

**MANAGEMENT ACTION PLAN (MAP) – Audit of the Management of Leave and Overtime
January 2002**

OBSERVATIONS & RECOMMENDATIONS	ACTION	ACTION BY	DATE	COMMENTS
1. It is recommended that the leave responsibilities of managers, employees, and HRD be clearly laid out in a Policy or Guideline and posted on the Department's Intranet site.	Agreed. A statement clarifying Management's responsibilities will be developed and placed on Infonet.	A/ADSG, Corporate Management Director, Human Resources	June 30, 2002	
2. It is recommended that HRD regularly provide to Departmental senior management overview reports on leave and overtime usage after the HRIS upgrade.	Agreed. Reports on leave will be made available to Management in April and October. Information on leave will also be available to Management on an "as requested basis" when HRIS is operational. Information on overtime is made available to management at budget time and may be obtained at any time on an "as requested basis"	Human Resources Division Human Resources Division Finance Division	April 2002 October 2002 December 2002 February 22, 2002	Completed
3. It is recommended that the Department update its Instrument of Delegation for Human Resources Management in a manner that allows it to more easily be kept current.	Agreed. The Instrument of Delegation for Human Resources Management will be updated.	Director, Human Resources	September 2002	
4. It is recommended that the Department's overtime policy be issued and widely promulgated.	The Department's overtime policy has been updated.	Human Resources Division Human Resources Committee	January 2002	Completed
5. It is recommended that managers be reminded to approve overtime in advance using the Extra Duty Pay Report as required by the Department's overtime policy	Agreed. The Overtime Policy is posted on the Infonet. Managers will be reminded quarterly that overtime must be approved in advance.	Chief, Compensation and Benefits	March 31, 2002	
6. It is recommended that managers be reminded that vacation leave may not be authorized if so doing will require overtime to be worked subsequently	Agreed. Managers will be reminded of the Overtime Policy and the intent of the policy. This will be highlighted at HRC.	Director, Human Resources	March 31, 2002	