

## SUMMER HOURS

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**Effective Date:** April 22, 2002

**Originating Office:** Human Resources

**Supersedes /Amends:** B-10

**Policy Number:** HR-25

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### SCOPE

This policy applies to all permanent and temporary employees - excluding casual employees - of the University unless specific provisions of a Collective Labour Agreement or Protocol apply.

### POLICY

1. For a period from mid-June to mid-August (exact dates to be announced annually by Human Resources), the length of a regular workweek is reduced by three (3) hours without reduction in salary.
2. The reduction of working hours during the summer period does not apply to employees who work less than thirty-two (32) hours per week.
3. The application of the reduction and the revised work schedule are the responsibility of the Department Head, taking into account the following requirements:
  - a. the University must continue to provide all necessary services
  - b. the reduction in working hours does not result in any additional expenditures.
4. Departments that must operate at full strength for certain periods during the summer may require that employees work normal hours during these periods and take their time off either before or after the summer schedule referred to in paragraph 1 of this policy.
5. If an employee is unable to take advantage of the summer schedule as it occurs, because of the provisions of paragraph 4 of this policy, the unused hours may be banked and taken at a time mutually agreed upon with the immediate supervisor. Such banked hours should be used before the end of August and, if it is not possible because of operational requirements, the Department Head may authorize that they be held over. In any case, these hours must be taken before December 31 or compensated for in cash.
6. Credit for banking or time off is not granted when an employee is on leave, including vacation leave, or absent from work during one of the weeks of the defined period.
7. An employee who is on vacation leave on the day the hours of work are reduced is considered to have taken a full day of his vacation entitlement.