

## POLICY ON SUMMER HOURS

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**Effective Date:** June 8, 2021

**Approval Authority:** Vice-President, Services and Sustainability

**Supersedes /Amends:** April 22, 2002

**Policy Number:** HR-25

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### SCOPE

This Policy applies to the following Employees (as defined below) not governed by any collective or association agreement:

- a) Full-Time Extended-Term Employees (as defined below); and
- b) Full-Time Short-Term Employees (as defined below) who have been employed under consecutive and uninterrupted employment agreements for more than 1 year.

### PURPOSE

The purpose of this Policy is to set out the parameters of the reduced work hours during the Summer Period (as defined below).

### DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

“Employee(s)” means Full-Time Extended-Term Employee(s) and Full-Time Short-Term Employee(s).

“Full-Time Extended-Term Employee(s)” means an employee hired to work full-time in an indeterminate or fixed term employment agreement of 1 year or more. For greater clarity, the regular weekly hours of Full-Time Extended-Term Employees are of minimum 35 hours.

“Full-Time Short-Term Employee(s)” means an employee hired to work full-time in a fixed term employment agreement of less than 1 year who has been employed under consecutive and uninterrupted employment agreements for more than 1 year.

“Summer Hours” mean the 3 hours reduced from the regular workweek during the Summer Period.

“Summer Period” means a 10-week period, normally between mid-June to mid-August.

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### POLICY

1. During the Summer Period, the regular workweek is reduced by 3 hours, normally Friday afternoons, without any reduction in salary.
2. Exact dates of the Summer Period are communicated by Human Resources.
3. The management of the reduced work hours during the Summer Period as well as the related revised work schedule, if applicable, are the responsibility of the manager, and must take into account the following:
  - a) operational requirements; and
  - b) the reduction in working hours does not result in any additional expenditures.
4. The Summer Period may not apply to Employees who must continue to operate according to regular weekly hours during specific periods. Such Employees, who could not avail themselves of their reduced workweek during the Summer Period, may bank their Summer Hours in accordance with [section 6](#).
5. An Employee who is on vacation leave on the day the hours of work are reduced may bank their Summer Hours in accordance with [section 6](#).
6. If an Employee is unable to take advantage of the Summer Hours for reasons described in [sections 4 and 5](#), these Summer Hours may be banked and taken before the end of August of the current year, at a time mutually agreed upon between the Employee and their manager. If these Summer Hours cannot be taken by the end of August due to operational requirements, the manager may authorize that they be held over. In any case, the banked Summer Hours must be expended by May 31 of the following year.
7. Except for vacation leave, an Employee who is on leave during the Summer Period may not benefit from the Summer Hours.
8. No monetary compensation in lieu of Summer Hours is paid out.
9. The overall responsibility for implementing and recommending amendments to this Policy shall rest with the Vice-President, Services and Sustainability.