

Flexible Working Hours

Reviewed Date		Number	<i>HR0603</i>
Revised Date	<i>February 23, 2022</i>	Approved Date	<i>June 28, 1995</i>

Introduction

The purpose of the Flexible Working Hours Policy is to provide choices, within certain guidelines, as to when work can best be performed to the mutual benefit of the Simcoe Muskoka District Health Unit and employees. Flexible working hours allow full and part time employees to select and schedule their working hours, within certain limits, according to the demands of their job, their personal needs and for the benefit of clients, consumers, and the community. Unionized employees are referred to their collective agreement regarding any negotiated flexible working hours.

Purpose

N/A

Legislative Authority

N/A

Policy Definitions and Interpretation

Full Time Employees: Staff who are hired to work a 1.0 fte (35 hours per week). Staff with a hired FTE of less than 1.0 who were hired to work 35 hours per week for part of the year (i.e., seasonal employees), will use the full-time policy for the period of their work year.

Part Time Employees: Staff who are hired to work less than 1.0 fte on a regular and continuous basis. (fewer than 35 hours per week).

Workday: a regular seven-hour workday

Work-only day: A day when an employee works, covering core hours and does not take any time off other than a lunch break.

Other than work-only day: A day when an employee takes either the full day off or takes time off in conjunction with worked hours. This includes a day when an employee works and either takes time off in the morning and starts after the beginning of core hours or leaves early before the end of core hours. An other than work-only day must total 7 hours

Normal Business Hours: The hours that all offices are open and servicing the public. Adequate coverage must be maintained during normal business hours. These hours are 8:30 am - 4:30 pm.

Core hours: The hours that an employee must be working on a work-only day with the exception of a meal break. Core hours are determined in response to program needs and set within the department. Core hours are either 9:00 am to 3:00 pm or 9:30 am - 3:30 pm. For staff working half days (four hours or less), morning core hours are 9:00 am - 11:30 pm or 9:30 am - 12:00 pm and afternoon core hours are 12:30 pm - 3:00 pm or 1:00 pm - 3:30 pm.

Core hours do not apply to employees working alternate work schedules (e.g., 1:30 pm - 9:30 pm) to accommodate program needs. Direct supervisors must ensure all timecards accurately reflect the hours worked.

Flexible Working Hours Day: The hours within which employees can work in order to meet agency and personal needs. The flexible working hour's day is 8:00 am - 6:00 pm. In order to ensure minimum coverage, time worked outside of these hours must be approved by the direct supervisor.

Flextime Cycle: For full time employees, a four-week period encompassing two pay periods and totaling at least 140 hours (except where unpaid absences are taken). For part time employees, a four-week period encompassing two pay periods and totaling fte x 140 hours (except where unpaid absences are taken).

Maximum Flex Time Accrual For full time employees, the maximum amount of flex time that can be accumulated in a flextime cycle is 10.5 hours. For Part time employees, the maximum amount of flex time that can be accumulated in a flex time cycle is FTE x 10, for example,

- .9 FTE = maximum 9 hours of flex time.
- .8 FTE = maximum 8 hours of flex time
- .7 FTE = maximum 7 hours of flex time
- .6 FTE = maximum 6 hours of flex time
- .5 FTE = maximum 5 hours of flex time

Policy

All full time and part time, non-union employees may use flexible working hours. Students, casual and temporary staff are not eligible to use flexible working hours and are therefore governed by the Hours of Work policy.

The degree of flexibility permitted is governed by the requirements of the employee's position and as such not all positions may be eligible to flex their hours. There must be adequate staffing in all offices during *normal business hours* (8:30 am - 4:30 pm). Employees are expected to coordinate their hours and work with their direct supervisor and other members of their team and work group to ensure adequate coverage. Direct supervisors will collaborate with each other and staff to establish and maintain appropriate lines of communication.

Procedures

On a **work-only day**, employees must work a minimum of 5 hours and cover the *core hours*. Half-day employees must work a minimum of 2.5 hours and cover the half day *core hours*. Outside *core hours*, employees may schedule their work time to meet the requirements of their workload and personal needs

In accordance with the Employment Standards Act 2000, after working not more than five hours, all employees must take at least a half an hour unpaid meal break. Employees may take up to 2 hours for an unpaid meal break. Meal breaks must be taken within the *core hours* and must be flanked by at least half an hour of actual work time. *Flex leave* cannot be accumulated for missed lunch breaks or rest breaks.

On an **other than work only day** employees may have time approved by their direct supervisor to be away for a portion of the day. However, the combination of any time off (*flex leave*, compensating time, sick time, vacation, leave of absence, etc.) and any hours worked must equal 7 hours. Any full day off must be accounted for with 7 hours of *flex leave*, compensating time, sick time, vacation, leave of absence, some other type of time off or a combination of the above.

Full time employees may work a minimum of 5 hours, to cover *core hours* and still decide to use *flex leave* hours to make the day total 7 hours, but not more. This is allowed, but not required. This use of *flex leave* hours does not require pre-approval. Notwithstanding, staff leaving early or starting late are required to notify their direct supervisor to ensure there is no impact on coverage or operations.

Full time employees must account for 70 hours during each 2 week *pay period* so that they have 140 hours during each 4 week *flextime cycle*. Part time employees must account for the appropriate number of hours according to their fte during both the 2 week pay periods and the 4 week *flextime cycle*. If fewer than the required number of hours are accounted for (70 for full time or 70 x fte for part time) in a two week pay period, the hours will be automatically deducted from the employee's vacation bank or compensating time bank to make up the difference. If paid leave is not available, those hours will be treated as leave of absence without pay and pay deducted accordingly. The direct supervisor will inform the employee as soon as possible of such action.

For **full time employees**, in a *flextime cycle*, a maximum of 10.5 hours in excess of 140 hours can be accumulated as *flex leave*. *Flex leave* can be taken in the current *flextime cycle*, carried forward to the next *flextime cycle* or taken partially in both *flextime cycles*. *Flex leave* hours accumulated and taken in the same *flextime cycle* will be deducted from the 10.5 hour maximum carry over to the next *flextime cycle*. For example, if 4 hours of *flex leave* are accumulated and taken in the current period, the maximum carry forward would be reduced to 6.5 hours. All *flex leave* taken in the current period must be accumulated before it is taken (i.e., extra hours must be worked before the time is taken off).

For **part-time employees**, in a *flextime cycle*, extra hours can be accumulated as *flex leave*. The maximum number of *flex leave* hours that can be accumulated and the total hours required in a *flextime cycle* are detailed above. *Flex leave* can be taken in the current *flextime cycle*, carried forward to the next *flextime cycle* or taken partially in both *flextime cycles*. *Flex leave* hours accumulated and taken in the same *flextime cycle* will be deducted from the maximum carry over to the next *flextime cycle*.

Paid casual hours cannot be accumulated as flex leave.

Related Policies

HR0601 - Hours of Work

Related Forms

N/A

Final Approval Signature: _____

Review/Revision History:

February 9, 20000

September 2010 Policy re-numbered, previous number B4.020

November 27, 2019, Unionized employees' clarification

February 23, 2022, clarifications