

## **Temporary Lay-Off**

<b>Reviewed Date</b>		<b>Number</b>	<i>HR0206</i>
<b>Revised Date</b>	<i>July 22, 2009</i>	<b>Approved Date</b>	<i>December 19, 1990</i>

### **Introduction**

Lay-off of staff for short periods of time may be required to operate within the funding provided for agency programs and services

### **Purpose**

To define what constitutes a temporary layoff and to provide procedures by which temporary lay-offs will be invoked.

### **Legislative Authority**

Employment Standards Act 2000 (ESA, 2000)

### **Policy Definitions and Interpretation**

Subsection 56(2) of the ESA, 2000 defines a temporary lay-off as a lay-off from work for not more than 13 weeks in 20, or 35 weeks in 52. If the employer lays off an employee without specifying a recall date, the employee is not considered to be terminated unless the period of the lay-off actually exceeds that of a temporary lay-off.

Original Date of Hire: The date the employee was first hired to the agency and for which there has not been a break in service beyond 180 calendar days.

### **Policy**

Temporary lay-offs will be governed by years of service, based on the employee's original date of hire, within job classifications; all other factors being judged equal.

Extended Health and Dental coverage will continue as offered by the Insurer. Life Insurance and Long Term Disability will be suspended. Annual leave and sick leave credits and vacation will not be earned while on temporary lay-off. Service for the purpose of pension (OMERS) will not accrue and is not considered purchasable broken service.

### **Procedures**

1. Notice will be given in accordance with the ESA, 2000.
2. A record of employment will be issued for the purpose of claiming Employment Insurance benefits.
3. Recall will be in reverse order of the temporary lay-off, again governed by years of service.

***Related Policies***

HR0207 Termination Compensation

HR0208 Resignation and Retirement

HR0709 Unpaid Leave of Absence

***Related Forms***

N/A

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

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