

## ***Flexible Working Hours***

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### ***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 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.

### ***Purpose***

N/A

### ***Legislative Authority***

N/A

### ***Policy Definitions and Interpretation***

***Full Time Employees:*** Staff who are hired to work a permanent 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 (ie seasonal employees), will use the full time policy for the period of their work year.

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

***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 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 service. 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 (eg. 1:30 pm - 9:30 pm) to accommodate program needs. Managers must initial days on the time sheet when alternate work schedules are worked.

**Flexible Working Hours Day:** The hours within which employees can work in order to meet agency and personal needs. The flexible working hours day is 8:00 am - 6:00 pm.

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

**Flex Leave:** Pre-approved time off for extra hours worked, not including comp time. For full time employees, the maximum amount of flex leave that can be accumulated in a flextime cycle is 10.5 hours. For Part time employees, the maximum amount of flex leave that can be accumulated in a flex time cycle is fte x 10, rounded to the nearest half hour. For example, a 0.9 fte employee could accumulate  $0.9 \times 10 = 9$  hours of flex leave.

## **Policy**

All full time and part time permanent, non-union employees can use flexible working hours. Casual staff are governed by the Hours of Work policy.

The degree of flexibility permitted is governed by the requirements of the job. 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 other members of their team and work group to ensure adequate coverage. Managers 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 work load and personal needs.

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

Employees may have time approved by their manager to be away for a portion of the day for medical or dental appointments or family related care (see relevant policies). When time for family related care or medical or dental appointments is drawn from sick leave, *core hours* must be accounted for but the day does not need to total 7 hours. For other types of appointment or time off, the day is considered an *other than work-only day* (see below).

On an *other than work-only day*, employees must account for exactly 7 hours. This means that 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.

Full time employees must account for 140 hours during a 4 week *flextime cycle*. Part time employees must account for the appropriate number of hours according to their fte during a 4 week *flextime cycle*. If fewer than the required number of hours are accounted for (140 for full time or 10 x fte for part time), this will be considered unauthorized absence and the hours will be automatically deducted from the employees vacation bank or compensating time bank. If paid leave is not available, those hours will be treated as leave of absence without pay and pay deducted accordingly. The manager 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 (ie. 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 can not be accumulated as flex leave.

### ***Related Policies***

HR0601 - Hours of Work

### ***Related Forms***

N/A

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

Review/Revision History:

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