

Flexible Working Hours Policy for Managers

Reviewed Date		Number	<i>HR0604</i>
Revised Date	<i>March 1, 1998</i>	Approved Date	<i>June 28, 1995</i>

Introduction

The Flex Time Policy for Managers recognizes that staff require access to a manager during all working hours. If a manager is not available, then that manager shall arrange with another manager for back-up coverage. Information of this coverage will be readily available through the secretary or the executive assistant in that office.

This policy is for managers, consultants at the managerial level as identified by the health unit, directors, assistant directors, and medical officer of health.

Managers are limited to a maximum of 35 hours compensating time per year.

Purpose

Managers have diverse demands and different constraints put on the work time for which they can have discretion over, because of the unique demands of the various programs. For this reason, managers often do not have control over hours worked. The Flex Time Policy for Managers is an attempt to take into account these differences of management functions.

Legislative Authority

N/A

Policy Definitions and Interpretation

N/A

Policy

1. 140 hours to be accounted for during each flex time period (4 weeks)
2. No more than 10.5 hours flex leave to be carried over to next 4 week period
3. Hours over 140 hours in the flex time period can be counted as flex leave or compensating time.
4. Compensating time has to be earned before time is taken off. The maximum time to be taken in one year is 35 hours. No compensating time can be carried past March 31st of the next year.
5. There is no distinction for hours worked within or outside normal working hours.

Procedures

N/A

Related Policies

N/A

Related Forms

N/A

Final Approval Signature: _____

Review/Revision History:

September 2010 Policy re-numbered, previous number B4.030