

## **Flexible Working Hours Policy for Managerial Staff**

<b>Reviewed Date</b>		<b>Number</b>	<i>HR0604</i>
<b>Revised Date</b>	<i>February 2, 2022</i>	<b>Approved Date</b>	<i>June 28, 1995</i>

### **Introduction**

The Flex Time Policy for Managerial staff recognizes that staff require access to a management representative during all working hours. If a managerial staff is not available, then that direct supervisor shall arrange with another managerial staff for back-up coverage and advise staff accordingly.

This policy is for supervisors, managers, Vice Presidents, Associate Medical Officers of Health, and the Medical Officer of Health.

Managerial staff are limited to a maximum of 35 hours compensating time per year, except in extenuating IMS situations as determined by the Medical Officer of Health.

### **Purpose**

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

### **Legislative Authority**

N/A

### **Policy Definitions and Interpretation**

N/A

### **Policy**

Managerial staff are subject to the following:

1. 140 hours to be accounted for during each flex time period (4 weeks)
2. Full time managerial 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 managerial 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 a leave of absence without

pay and pay deducted accordingly. The direct supervisor will inform the employee as soon as possible of such action.

3. No more than 10.5 hours flex leave to be carried over to the next 4-week period.
4. Hours over 140 hours in the flex time period can be coded in KRONOS as flex leave or compensating time.
5. Compensating time has to be earned before time is taken off. Managerial staff may accumulate and use compensating time to a maximum of 35 hours per year. No compensating time can be carried past March 31st of the next year. As such, managerial staff will work with their direct supervisor to ensure all carried over compensating time is used by March 31 in the next year. Any compensating time carry over at the end of March 31<sup>st</sup> of the next year unable to be used will be paid out at straight time. Notwithstanding, at the discretion of the Medical Officer of Health, these requirements may be waived in extenuating IMS situations.
6. There is no distinction for hours worked within or outside usual working hours.

***Procedures***

N/A

***Related Policies***

HR0601 Hours of Work

HR0602 Rest Periods

***Related Forms***

N/A

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

Review/Revision History:

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

February 2, 2022, Managerial staff clarifications