

TFEU Modified Workweek Policies

Overview

1. All modified workweeks must have prior approval from the Human Resources Department before implementation.
2. Coverage of departments on a modified workweek is the responsibility of the department. If vacations or illness cause coverage problems, the department is expected to revert to regular hours.
3. Modified workweeks are monitored by the supervisor of the department. If necessary they can be discontinued by either the supervisor or the Human Resources Department.
4. During summer hours all modified workweeks are discontinued.
5. Modified workweeks are in place to have a positive effect on operations.
6. A schedule outlining days off must be provided to HR quarterly.
7. A schedule consisting of a 9:00 a.m. to 5:00 p.m., five-day workweek and a modified workweek may be approved. No department will be permitted to operate two modified workweeks concurrently.

Regular hours

Regular hours are Monday to Friday, five days a week from 9:00 a.m. to 5:00 p.m. (7-hour day) with a 1-hour lunch break and two 15-minute breaks.

Modified workweek—9/10 Split

Hours of work

- Supervisors schedule two-week blocks (a block is from Monday to Friday).
- In this 10-day period the employee works 9 days at 8 hours each day; 8:30 a.m. to 5:00 p.m. with a 30-minute lunch break (72 hours) or a 7.75-hour day with a 45-minute lunch break.
- The supervisor, in consultation with staff, determines the appropriate day off, and may amend the hours of work as long as the core hours are covered.
- A time sheet is kept for all hours worked. Supervisors will ensure that timesheets are accurate and kept up to date.

Banked time

- After a 2-week block (of 8-hour days), there are normally two extra hours accumulated. Maximum accumulation permitted is 10 hours. ***Time banked for the Winter Break is separate from this time accumulation and is governed by separate policy.*** At no time are negative balances permitted. Banked time may be used for longer lunches, later starts, leaving early and taking a day off. Usage of banked time must have prior approval by the supervisor.
- No banked time is accumulated if a 7.75 hr. day is worked with a 45-minute lunch break. **(Note: to register the required 70 hours in 9 days staff should reduce one lunch break to 30 minutes, ie., 8 days x 7.75 hrs.= 62 hours plus 1 day x 8 hours = 70 hours).**

Discretionary leave, personal leave, sick leave, vacation and statutory holidays

- Discretionary leave is claimed on time sheets and deducted from entitlements as a 7-hour day.
- Personal leave and sick leave is claimed on time sheets and deducted from entitlements as 7.75 hours per day. There is no time accumulation for personal and sick leave.
- Vacation days are claimed on time sheets and deducted from entitlements as a 7-hour day. When taking vacation an employee reverts back to a regular 5-day week. The supervisor will schedule the employee into the appropriate block on her/his return.

If there is sufficient banked time already accumulated on the employee's time sheet, the employee may remain on the modified workweek. Each day the employee is on vacation will be noted on the time sheet as a 7-hour day. If there is not enough banked time already accumulated on the employee's time sheet to cover the vacation period the employee must revert to regular hours. No negative balances are permitted.

- A statutory holiday is claimed on time sheets as a 7-hour day.

Overtime

Overtime rates, as per Article 24 in the TFEU Collective Agreement, do not apply until the employee has worked an 8-hour day (accumulating time) or a 7.75-hour day (not accumulating time).

When accumulated overtime is taken as time off 7.75 hours will be claimed on time sheets and deducted from the employees' overtime time off accumulation.

Shift differential

Shift differential rates, as per Article 24.10 of the TFEU Collective Agreement, do not apply unless $\frac{1}{2}$ or more of the hours worked fall outside of the normal workday. (Four hours or more have to be worked outside of the core hours of 9:00 a.m. to 5:00 p.m.)

Modified Workweek—Flexible hours

Hours of work

- The department must be staffed from Monday to Friday, 9:00 a.m. to 5:00 p.m. (7-hour days).
- One employee is designated as being on "duty" each week and must work Monday to Friday, 9:00 a.m. to 5:00 p.m. All other employees must work at least the "core hours" (9:30 a.m. to 3:00 p.m.), unless they have arranged with their supervisor to take a day off.
- A time sheet is kept and reviewed by the supervisor monthly.

Banked time

- Additional hours may be worked between 8:00 a.m. to 6:00 p.m., Monday to Friday. Maximum accumulation is 14 hours. Negative balances cannot be more than 10 hours.

- Employees may take from 30 minutes to 2 hours for lunch. Lunch must be taken between 11:30 a.m. and 2:00 p.m.
- All time off must be approved by the supervisor.

Discretionary leave, personal leave, sick leave, vacation and statutory holidays

- Discretionary, personal, and sick leave are claimed on time sheets and deducted from entitlements on the amount of time off per day (7 hours deducted for one full day).
- Vacation entitlement and statutory holidays are claimed on time sheets and deducted from entitlements at 7 hours per day.

Overtime

Overtime rates, as per Article 24 in the TFEU Collective Agreement, only apply when additional work has been assigned by the supervisor and there has been prior approval for overtime.

Shift differential

Shift differential rates, as per Article 24.10 of the TFEU Collective Agreement, do not apply unless ½ or more of the hours worked fall outside of the normal workday. (3.5 hours or more have to be worked outside of the core hours of 9:00 a.m. to 5:00 p.m.)

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