

## Manual of Administration

<b>TOPIC:</b> Human Resources	<b>SUBJECT:</b> Hours of Work for Regular Part-time Employees	<b>Code:</b> HR076
		<b>Date of Issue:</b> April 1993
		<b>Revised:</b> December 2014
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**PURPOSE:** This policy is to clarify mandatory hours of work for a Regular Part-time Employee.

1. The agency will ensure that all Regular Part-Time Employees will be scheduled twenty-nine (29) hours a week. At the discretion of the agency, a Regular Part-Time Employee may be asked to work additional hours.
2. Regular Part-Time Employees are expected to be at work for the scheduled time. Regular Part-Time Employees are not required to accept work in excess of the required hours, except where required by the Collective Agreement.
3. Regular Part-Time Employees who are unable to meet their commitment of twenty-nine (29) hours a week to the agency may, after discussion with a Director of Support Services, be transferred to the Casual list. The Executive Director will make the final decision.
4. Regular Part-Time Employees may request a leave for vacation (without pay) equal to 4% of their accumulated salary or minimum of 2 weeks per year.
  - a) Regular Part-Time Employees will be granted time off without pay for the purpose of an annual vacation as follows:

Up to 5 years of service:	leave equal to 4% of their accumulated salary up to a maximum of 87 hours a year,
Greater than 5, less than 10 years:	9.67 hours per full month of continuous service up to a maximum of 116 hours a year,
Greater than 10 years of service:	12.08 hours per full month of continuous service up to a maximum of 145 hours a year.
  - b) Employee's time off, as approved through this policy, will continue to qualify for statutory holiday pay and the employee would not be required to work the week before or after the statutory holiday.

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- c) Time off in excess of the above without pay, that is not sick, family, compassionate, or bereavement will be treated as a general leave as per Article 11.01 and requests for such time off should be made through a Manager to the Executive Director. Such leaves will generally be denied unless extenuating circumstances exist.