

## Manual of Administration

<b>TOPIC:</b>  Human Resources	<b>SUBJECT:</b>  Minimum Hour Requirement for Casual Support Workers	<b>Code: HR138</b>
		<b>Date of Issue: September 2001</b>
		<b>Revised: July 2012</b>
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**PREAMBLE:** This policy is endorsed by the Employee / Employer Relations Committee (EERC).

**PURPOSE:** To outline the minimum hour requirement for Casual Support Workers.

Article 17.05 (h) & (i) of the Collective Agreement:

17.05 An employee's seniority rights shall be lost and employment terminated when:

- (h) Casual employees (hired after October 1, 2011) who have not worked a minimum of fifteen (15) hours a month for three (3) consecutive months in a support situation unless on an approved leave. Mandatory training, supervisory and team meetings shall not be considered having worked.
- (i) Casual employees (hired before October 1, 2011) who have not worked a minimum of six (6) hours a month for three (3) consecutive months in a support situation unless on an approved leave. Mandatory training, supervisory and team meetings shall not be considered having worked.

Casual Support Workers who are unable to meet the minimum requirement may apply to the Executive Director in writing for a leave of absence.