

Policy

Policy group

Hours of work

Employee group

Regular full-time employees

Policy

All full-time employees are able to choose to work a nine-day fortnight schedule, with prior approval from the executive director.

Procedures

Flextime schedule

1. This schedule provides a day off, usually Friday, every fortnight in exchange for longer hours worked in the preceding nine days.
2. Each of the nine workdays will be 9 hours. Workdays can start at 8 a.m., 8:30 a.m. or 9 a.m. i.e. 8 a.m. to 5 p.m., 8:30 a.m. to 5:30 p.m., or 9 a.m. to 6 p.m.
3. Flex days must be earned before they can be taken. There are 25 flex days scheduled per year. These are calculated based on the number of working hours in the year.
4. For every two weeks of vacation taken, one flex day must be deducted. i.e. staff with two weeks vacation per year are entitled to 24 earned flex days per year, i.e. staff with four weeks vacation per year are entitled to 23 earned flex days per year, and so on.

A national organization agreed to post this policy on www.hrcouncil.ca as part of the HR Toolkit. Sample policies are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures for your organization.