

 <p>Cree School Board Commission scolaire crie</p>	<h1>Policy on Summer Hours</h1>	
	<p><b>Department responsible:</b> Human Resources  <b>Effective date:</b> June 2006  <b>Amended on:</b> May 30, 2013, March 3, 2016 and May 31, 2023  <b>Approved by:</b> Resolution #EC 2016-064 and EC 2023-342</p>	
	<p><b>References:</b></p>	
	<p><u>Other related policies</u></p>	<ul style="list-style-type: none"> <li>▪ School Calendars (EDU-05)</li> </ul>

## 1) General Provisions

Purpose

1. This Policy establishes the rules applicable in scheduling work hours of Board employees during summer once the establishment of such schedule is authorized by the Executive Committee.

Application

1.2. To benefit from Summer hours, an employee must:

- a) be a regular full-time or part-time employee;
- b) not be a temporary employee, in which case the benefit is granted only after 6 months in this position.

1.2.1. A regular part-time employee is entitled to summer hours on a prorata basis of his regular working hours.

## 2) Requirements

Hours

2.1. Summer hours consist of a work schedule reduced by 30 hours during the summer period without loss of salary, according to the conditions established in this Policy.

***Adopted By resolution of the Executive Committee***

Period

2.2. The Board begins Summer hour operations on the Monday following the closing of schools and ends the Friday preceding the opening of schools (youth sector). Summer hours shall not last more than 6 weeks.

Shutdown

Summer hours do not apply during a shutdown period.

[Schedules](#)

**2.3.** Subject to the period established under article 2.2, the work schedules during summer hours are as follows:

- a) All employees other than Labour support positions:
  - i. For the first week:
    - Monday to Thursday: regular hours
    - Friday: 2 hours off at the end of the day
  - ii. For the following weeks<sup>1</sup>:
    - Monday to Thursday: regular hours
    - Friday: Off
- b) Labour support positions:
  - i. For the first week:
    - Monday to Friday: regular hours
  - ii. For the second week:
    - Monday to Thursday: 15 minutes are added to the regular hours
    - Friday: Off
  - iii. For the following weeks<sup>2</sup>:
    - Monday to Thursday: regular hours
    - Friday: Off

[Deferral](#)

**2.4.** An employee who is required to work and is unable to take advantage of the summer hours may benefit from the equivalent reduced hours in a different period during the year agreed to by his immediate supervisor.

[Overtime and  
Absence](#)

**2.5.** The employee cannot claim overtime based on the reduced working hours as set by the Summer-hour schedule.

[Vacation](#)

**2.6.** On the Fridays with hours reduced partially, if an employee is on vacation, the banks will be deducted for the hours he would have normally worked. However, when the full Friday is off, there will be no deduction.

*Paid legal  
holidays*

Summer hours do not apply on paid legal holidays and therefore the schedule established for Summer hours cannot be moved.

### **3) Application of this Policy**

[Funds and  
needs](#)

**3.1** Granting of Summer hours for employees is always subject to the needs of the schools, centres, departments and clientele as well as sufficient budget to provide the services.

[Previous  
provisions](#)

**3.2.** The present Policy replaces any other policies of the Board pertaining to this subject.

<sup>1</sup> Up to a maximum of 4 (non-consecutive) weeks as determined by the Board

<sup>2</sup> Up to a maximum of 3 (non-consecutive) weeks as determined by the Board

[Official version](#)

**3.3.** The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

**3.4.** Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible for ensuring that all its provisions are applied and respected.

The Director of Human Resources is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.