

	<h2>Policy on Summer Hours</h2>	
	<p><b>Department responsible:</b> Human Resources  <b>Effective date:</b> June 2006  <b>Amended on:</b> May 30, 2013 and March 3, 2016  <b>Approved by:</b> Resolution #EC 2016-064</p>	
	<p><b>References:</b></p>	<p>Council Policy Manual: EL and EL-2</p> <ul style="list-style-type: none"> <li>• School Calendars (EDU-05)</li> </ul>
	<p><u>Other Policies</u></p>	

### 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 Monday following the closing of schools and end the Friday preceding the opening of schools. 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 follow:

- 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 hours schedule.

[Holidays](#)

**2.6.** Should an employee take a vacation, personal or sick day on a day with reduced work hours, he will be considered absent for a full regular working day and his bank will be deducted accordingly.

*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, while respecting the Council Policy Manual where applicable.

<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 to ensure 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.