

Personnel and Employee Relations 7562 Adjusted Work Schedule and Annual Vacation	Administrative Application	
	Last Reviewed /Approved on:	August 14, 2024
	References:	CUPE 1125 Local Collective Bargaining Agreement Education Support Professionals Conditions of Employment, Compensations and Benefits, Sec. 7 OOS Conditions of Employment, Compensation and Benefits; Sec. 7 SLP Conditions of Employment, Compensation and Benefits; Sec. 7 The Saskatchewan Employment Act Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) recognizes and values the contribution of its employees, and recognizes that because of the nature of individual duties, employees may need to adjust their work schedules in order to meet school division needs. **This application does not apply to 10-month teachers or substitute staff.** Section 1 (EDO's) and Section 2 (Flex time) do not apply to CUPE staff. Section 1 (EDO) and Section 5 (Annual Vacation) do not apply to 10-month Support Staff. Adjusted work schedules cannot infringe upon the department/school's ability to conduct their business.

Definition

Items 1 – 4 refer to Adjusted Work Schedule

1. Earned Days Off (EDO's) – Catholic Education Centre 12-month Staff only

A way to handle/reduce overtime or meet specific business needs is to schedule longer working days with prescheduled time off. The superintendent or Executive Council member in charge of any department should have a rationale for the usage of an adjusted work schedule with specific department staff in their charge. This rationale must indicate that the schoolwork day will not be interrupted. EDO's are for employees to access a recovery day as these employees have been extending their workday by 21 minutes. This day may also be used for personal business and appointments. It is recommended that these days are used periodically and not accumulated as that is not the intended purpose.

a. Guidelines for Earned Day Off (EDO)

- i. An EDO is subject to any contract restrictions held by any specific employee or employee group. Individual employees should review their contracts and possible restrictions therein prior to approaching their respective Executive Council member in charge for permission to access an EDO.

- ii. An EDO is available only to CEC twelve (12)-month staff.
- iii. Employees extend their workday an extra twenty-one (21) minutes per day (pro-rated per FTE) to allow for one (1) extra day per month to be taken off at a later date (**EDO accrual to only take place from September to June**). The extra minutes are not to be in place of coffee breaks. Extensions and specific workdays must be agreed upon, in writing, by the employee and their Executive Council member in charge.
- iv. An EDO is to be utilized under a modified "use them or lose them" approach. No more than five (5) days should be accumulated at any one time. It is recommended that an employee does not accumulate five (5) days (pro-rated per FTE) – that is contrary to the intended purpose of EDO's. If more than five (5) days are held, the employee will lose the additional day(s) that may exist, at the discretion of the Executive Council member in charge. The Business and Finance Department and Human Resource Services Department will monitor the storage banks monthly and report to the Executive Council member in charge the number of accumulated days. Earned days should be taken as time off; no compensation will be paid for unused days.
- v. An EDO will be set up in payroll using a specific storage bank. The bank would automatically assure the days earned on a semi-monthly basis are recorded.
- vi. Employees must record the day they have taken off by entering the date into the absence management system (code to enter is EDO). Payroll would then reduce the storage bank accordingly. As with any other absence, the EDO absence is reported in the following pay period it occurred. All active storage bank balances are printed on the employee's semi-monthly earning statements.
- vii. EDO's may only be taken in half-day ($\frac{1}{2}$) day or one (1) day allotments.
- viii. Executive Council members utilizing EDO's in their department should have a monitoring plan reflecting these guidelines.

2. **Flex Time**

This refers to an employee start and end times that differ from the standard times. This could be an established time on a regular basis or could be used to meet needs, not to be used as banked time.

3. **Overtime**

This refers to payment for time worked beyond the regular workday and week (for support staff normally $7\frac{1}{4}$ hours/day and $36\frac{1}{4}$ hours/week). Employees accruing EDO's shall receive pay beyond the regular workday and week of normally 7.6 hours/day and 38 hours/week or 8 hours/day and 40 hours/week for CUPE staff. Authorized overtime is compensated at the rate of time and one and one half (1.5) times the employee's regular hourly rate of pay for the first two (2) hours in any given week. Overtime in excess

of two (2) hours in any given week is compensated at the rate of two (2) times the employee's regular hourly rate of pay. Employees have the option of receiving compensation for overtime as either a cash payment or banked overtime (see below).

Overtime must be recorded on the Overtime Form, with pre-authorization by the employee's immediate principal/supervisor and Executive Council member in charge.

These payments are paid for out of the school division salary budget. It is recommended that overtime be used sparingly and should not exceed ten (10) hours banked. It is encouraged that employees use the banked overtime versus getting paid out. Executive Council member in charge noticing patterns of significant use of overtime should discuss this usage with the Director. Other arrangements that are not reported through the Additional Worktime Form cannot be accepted as a basis for compensation at a later date.

4. Banked Overtime Used

This refers to employees receiving compensation for overtime worked as time off with pay. With pre-approval from a principal/supervisor and Executive Council member in charge, an employee could exercise the option of taking overtime off as banked overtime used rather than a cash payment. Employees should enter their leave as Banked Overtime Used in the absence system. This will reduce the employee's overtime storage bank in the payroll system.

5. Annual Vacation

This refers to 12-month employees who accrue vacation time based on years of service. Requested annual vacation may be approved if the request meets the requirement of the specific department or school site. A maximum of one (1) week annual vacation may be scheduled during the teaching days of the school year on approval by the Supervisor. The Supervisor may grant annual vacation greater than one (1) week. If the requested annual vacation time jeopardizes the productivity of the department or school site, the request may be denied. For staff earning three (3) or four (4) weeks of annual vacation in one year, no more than five (5) days of annual vacation (pro-rated by FTE) should be carried forward to the next year. For staff earning five (5) or six (6) weeks of annual vacation in one year, no more than ten (10) days of annual vacation (pro-rated by FTE) should be carried forward to the next year.

Application

1. Adjustments to a work schedule may be made when it meets the needs of the school/central office and is preapproved by the principal, or Executive Council member in charge and subject to operational feasibility.
2. Utilizing an adjusted work schedule will not incur any additional costs to the school division. Only overtime will add costs, this must be preapproved.
3. Substitute staff cannot be called in to replace a staff member accessing an EDO, a Banked Overtime Taken day or an Annual Vacation Day. A 10-month employee cannot cover for a 12-month employee on an EDO. (The Catholic Education Centre Reception

Desk, HR Teacher Administrative Assistant and HR ESP Administrative Assistant are the only exceptions).

4. Communication of this initiative will be the responsibility of each principal, or Executive Council member in charge of respective departments.
5. Whenever possible, it is expected that banked days accumulated by way of an adjusted work schedule will be utilized for appointments (dentist, doctor, physiotherapist, etc.).
6. The principal, or Executive Council member in charge of any school/department should develop a rationale for the usage of adjusted work schedules. This rationale must ensure that the school workday will not be interrupted.
7. EDO's and Banked Overtime Used for each school year must be utilized by August 31st of that school year, any balance remaining as of August 31 will be zeroed out. No compensation will be paid for unused EDO days and Overtime will be paid out.
8. The application of these guidelines for part-time staff will be pro-rated.
9. Employees should review their contracts, respective agreements, and possible restrictions therein prior to approaching supervisor or Executive Council member in charge for access to annual vacation.
10. Other arrangements that are not reported through the employee's HR system cannot be accepted as a basis for compensation at a later date.