

REQUEST FOR WORK TIME ARRANGEMENT
9/10 SCHEDULE DAY, EVENING OR NIGHT SHIFT

A – DESCRIPTION

The 9/10 schedule is defined as a reduction in the full-time employee's workdays to nine (9) days per fourteen (14) day period, without any reduction in paid work time, by reducing the number of certain leaves or converting certain premiums, in accordance with Letter of Agreement 16 (APTS), Letter of Agreement 36 (CSN), Letter of Agreement 17 (SCFP) of the national provisions and Appendix AA (SNS Directory).

APTS-CSN-SCFP-SNS

As part of a **9/10 schedule**, an employee working on the **day shift** and with three (3) years of service or more (CSN-SCFP-SNS) or fifteen (15) years of service or more or an evening shift who wishes to take advantage of a schedule of nine (9) working days per period of fourteen (14) days, benefits from one (1) day of paid leave per period of fourteen (14) days by the **reduction of twelve (12) days of statutory leave, ten (10) days of annual leave and three (3) days of sick leave**. Thereafter, the employee resumes their full-time schedule.

The duration of the arrangement is fifty-two (**52**) weeks, renewable on July 1 of each year.

Since the employer agrees to recognize and observe thirteen (13) days of public holiday per year and since this type of working time arrangement results in a reduction of twelve (12) days of public holiday, the National Holiday is the only public holiday that can be retained.

If, at the start of this work time arrangement (WTA), the reduction of these **twenty-five (25) days** is not possible in your banks of public holidays, annual leave and sick leave, the employer reserves the right to remove the missing days as soon as your next banks become available.

Certain work time arrangements may affect eligibility for certain premiums, premiums which require that the number of hours provided for in the schedule not be reduced.

This arrangement of working hours is granted taking into account seniority.

An employee working the night shift who wishes to take advantage of a schedule of nine (9) working days per period of fourteen (14) days benefits from one (1) day of paid leave per period of fourteen (14) days by converting the night premium into time off.

This arrangement is available to employees holding a full-time position working the evening, night, or rotating shift. It is also available to employees working the day shift provided they have fifteen (15) or more years of service (APTS) or three (3) or more years of service (CSN-SNS-SCFP).

Please note that if you obtain a new position, this work time arrangement will automatically end and you will have to submit a new request which will be processed according to the criteria in force.

The employer or the employee may terminate this arrangement before its expiry date, subject to a thirty (30) days' written notice. Additionally, if the employee benefiting from the arrangement no longer recovers their scheduled days for a period of at least fifteen (15) days, the employer may terminate the arrangement by giving fifteen (15) days' notice to the employee concerned.

B- SECTION TO BE COMPLETED BY THE EMPLOYEE	
<p>I hereby _____, employee number _____, working on a _____ shift, wish to apply to benefit from this work time arrangement. (day, evening, night or rotation).</p> <p>I have read and understand the terms of this work time arrangement and agree to respect them for the authorized duration.</p> <div><div>_____ Employee's signature</div><div>_____ Date</div></div>	

C- SECTION TO BE COMPLETED BY THE MANAGER	
<div><input type="checkbox"/> Request accepted **</div> <p>The arrangement of the 9/10 work schedule on a day, evening or night shift begins on a Sunday (start of a pay period) on _____ and ends on Saturday _____.</p> <div><div>Current schedule _____</div><div>New schedule _____</div></div> <p>This schedule may be subject to change.</p> <div><div>_____ Manager's signature</div><div>_____ Date</div></div>	
<div><input type="checkbox"/> Request refused</div> <p>Reason for refusal : _____</p> <div><div>_____ Manager's signature</div><div>_____ Date</div></div>	

**** FOR MANAGER ONLY:**
It is important to review and complete the appendix to the work time adjustment forms in addition to this form.

c.c. : Clients Services
 Payroll Service
 Employee's file

STATUTORY HOLIDAYS THAT YOU WISH TO KEEP - BY SITE

In the event of a discrepancy between the holidays on this form and those of Logibec, the latter (Logibec) shall prevail.

Jewish General Hospital - 0010		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY - December 25	<input type="checkbox"/>
6	NEW YEAR'S DAY - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	ROSH HASHANA	<input type="checkbox"/>
11	YOM KIPPUR	<input type="checkbox"/>
12	NEW YEAR'S EVE - December 31	<input type="checkbox"/>
13	PASSOVER	<input type="checkbox"/>

CSSS de la Montagne - 0030		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY - December 25	<input type="checkbox"/>
6	NEW YEAR'S DAY - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	FLOAT 1	<input type="checkbox"/>
11	Easter Monday	<input type="checkbox"/>
12	NEW YEAR'S EVE - December 31	<input type="checkbox"/>
13	FLOAT 2	<input type="checkbox"/>

Donald Berman Jewish Eldercare Centre- 0050		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY - December 25	<input type="checkbox"/>
5	NEW YEAR'S DAY - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	ROSH HASHANA	<input type="checkbox"/>
11	YOM KIPPUR	<input type="checkbox"/>
12	FLOAT	<input type="checkbox"/>
13	PASSOVER	<input type="checkbox"/>

CSSS Cavendish - 0020		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY - December 25	<input type="checkbox"/>
6	NEW YEAR'S DAY - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	FLOAT 1	<input type="checkbox"/>
11	FLOAT 3	<input type="checkbox"/>
12	NEW YEAR'S EVE - December 31	<input type="checkbox"/>
13	FLOAT 2	<input type="checkbox"/>

Donald Berman Maimonides Geriatric Centre - 0040		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY - December 25	<input type="checkbox"/>
6	NEW YEAR'S DAY - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	ROSH HASHANA	<input type="checkbox"/>
11	YOM KIPPUR	<input type="checkbox"/>
12	FLOAT	<input type="checkbox"/>
13	PASSOVER	<input type="checkbox"/>

Mount Sinai Hospital - 0060		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY OR YOM KIPPUR - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY or HANUKKAH - December 25	<input type="checkbox"/>
6	NEW YEAR'S DAY OR ROSH HASHANA - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY or PASSOVER	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	FLOAT 1	<input type="checkbox"/>
11	FLOAT 2	<input type="checkbox"/>
12	NEW YEAR'S EVE OR ROSH HASHANA'S EVE - December 31	<input type="checkbox"/>
13	FLOAT 3	<input type="checkbox"/>

Miriam - 0070		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY - December 25	<input type="checkbox"/>
6	NEW YEAR'S DAY - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	ROSH HASHANA	<input type="checkbox"/>
11	YOM KIPPUR or FLOAT	<input type="checkbox"/>
12	FLOAT	<input type="checkbox"/>
13	PASSOVER	<input type="checkbox"/>

Constance-Lethbridge - 0080		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY - December 25	<input type="checkbox"/>
6	NEW YEAR'S DAY - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	FLOAT 1	<input type="checkbox"/>
11	FLOAT 2	<input type="checkbox"/>
12	NEW YEAR'S EVE – December 31	<input type="checkbox"/>
13	FLOAT 3	<input type="checkbox"/>

Miriam – Laval-0070		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY - December 25	<input type="checkbox"/>
6	NEW YEAR'S DAY - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	ROSH HASHANA	<input type="checkbox"/>
11	YOM KIPPUR or FLOAT	<input type="checkbox"/>
12	FLOAT	<input type="checkbox"/>
13	PASSOVER	<input type="checkbox"/>

MAB-Mackay - 0090		Statutory holidays to keep National Day F-9 (compulsory)
1	CANADA DAY - July 1 st	<input type="checkbox"/>
2	LABOR DAY – 1 st Monday of September	<input type="checkbox"/>
3	THANKSGIVING - 2 nd Monday in October	<input type="checkbox"/>
4	BOXING DAY - December 26	<input type="checkbox"/>
5	CHRISTMAS DAY - December 25	<input type="checkbox"/>
6	NEW YEAR'S DAY - January 1 st	<input type="checkbox"/>
7	GOOD FRIDAY	<input type="checkbox"/>
8	NATIONAL PATRIOTS' DAY - Monday before May 25	<input type="checkbox"/>
9	ST-JEAN-BAPTISTE DAY - June 24	<input checked="" type="checkbox"/>
10	FIXED HOLIDAY 1	<input type="checkbox"/>
11	FIXED HOLIDAY 2	<input type="checkbox"/>
12	NEW YEAR'S EVE – December 31	<input type="checkbox"/>
13	FLOAT	<input type="checkbox"/>

I checked my application and the number of statutory holidays to keep selected on the form matches the number of statutory holidays checked off in this list.

Employee's signature.

Date

APPENDIX TO THE WORK TIME ARRANGEMENT FORMS
FOR USE BY MANAGERS
AND HUMAN RESOURCES PARTNERS ONLY

The start of a work time arrangement (WTA) must correspond to the start of a new pay period. **Make sure you return this form to Clients Services and the Work Force Planning Service fourteen (14) days before the start of the pay period so that the WTA you have chosen to grant is properly processed and can be processed on time.**

Granting and withdrawing a work time arrangement is an exercise of your management rights. You must exercise this right in a reasonable, non-abusive and non-discriminatory manner. When analyzing the possibility of granting a working time arrangement, you should consider the following criteria in particular:

- Ensure the stability of work teams;
- Do not create overtime for employees receiving WTA;
- Continuity of care is ensured;
- The level of service is maintained;
- There is no additional cost;
- If necessary, replacement is provided.

If you cannot grant a WTA to all your employees who wish to do so, the granting of WTAs between those interested must be done taking seniority into account.

When a WTA is granted, make sure to respect the conditions, including its duration, the number of hours per shift and the number of workdays per week. Make sure to inform Clients Services and the Work Force Planning Service of any changes to the WTA granted, including the end of the WTA before its term.

National and local collective agreements provisions, which are not otherwise modified by the terms of the WTA, continue to apply.

If you are working with time codes that your Work Force Planning business partner adds to the positions, please complete the table below to indicate the days worked (and their duration if applicable) in the schedule. Please note that your management rights in relation to the preparation of schedules are not affected and that the days indicated in this table may subsequently be subject to modifications according to your needs. Your Work Force Planning business partner will update the schedule in the Jobs Register, so that it reflects the work time arrangement, according to the submitted request.

	Semaine 1/Week 1							Semaine 2/Week 2						
	Dim Sun	Lun Mon	Mar Tue	Mer Wed	Jeu Thu	Ven Fri	Sam Sat	Dim Sun	Lun Mon	Mar Tue	Mer Wed	Jeu Thu	Ven Fri	Sam Sat
Time table														

Example time slot: 8:30 a.m. to 4:30 p.m. (1 hour unpaid)

If you do not operate with time codes, but manage your schedules yourself, please ensure that you forward the details of your work time arrangements to the person responsible for producing your schedules.

FOR USE BY CLIENTS SERVICES

We need to know which employee is receiving a work-related holiday and the nature of this holiday. You must enter the code identifying the work time arrangement in the employee's file, in the additional information section.

*If the WTA ends early, you must contact the payroll department to correct the sick leave bank, annual leave and convert premiums if applicable.

* You must make the reduction of public holidays for these WTAs in the Logibec public holiday bank of employees, as provided for in the collective agreement or the SNS Repertoire, if applicable.

In the additional information note section, you must enter the effective date of the WTA.