

REQUEST FOR WORK TIME ARRANGEMENT
FLEXIBLE SCHEDULE¹

A – DESCRIPTION

Flexible working hours are defined as a reduction in the number of working days in the regular week to 8 or 9 days over a period of 14 days, without reducing the number of hours worked or converting leave into non-working time, and by increasing the number of hours in the regular working day **up to a maximum of 10 hours**. All working hours are paid at the regular rate, and this arrangement of working time cannot result in working days with fewer hours than the regular working day.

Special features for SCFP, APTS, CSN and SNS:

APTS-SCFP-CSN	SNS
The employees covered by this collective agreement have a work week with the number of weekly hours of work as provided for in each job title. The maximum number of days in the regular work week is five (5) days. The employer and the employee may agree on a work distribution different from the number of weekly hours of work provided for their job title, provided that the average number of days worked does not exceed the maximum number of days in the regular work week, which is five (5) days, and that the average number of hours of work does not exceed the number of weekly hours of work provided for this job title, according to the work distribution period determined.	The employer and an employee may, by mutual agreement, agree on a work distribution different from the number of weekly working hours stipulated in their job title, provided that the total number of days and hours worked during the period determined for the purposes of the distribution does not exceed the number that would normally have been worked during the same period. The terms and conditions will be determined by the employer. These terms and conditions do not affect the stability of work teams and do not generate overtime for the employee who benefits from them.

This work arrangement is accessible to employees holding a full-time or part-time position and employees holding a temporary full-time assignment who actually provide full-time work on a regular basis, i.e. for a period of one (1) year.

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

The regular work week must correspond to the employee's position. For the purposes of overtime compensation, the regular work day of the employee benefiting from this work time arrangement is the new duration established according to the work time arrangement.

When the employee is granted annual leave or statutory leave during a pay period, he/she has the possibility, with the manager's agreement, to choose between two options: either suspend the work time arrangement and return to the regular work schedule for the entire pay period, or maintain the work time arrangement and make up for the hours missed during the day off during the other eight or seven work days of the period, in order to reach the total number of hours scheduled for their position. However, if the employee takes two (2) statutory leave and/or vacation days during the pay period, the flexible schedule will be suspended. Any statutory holiday must be taken based on the number of hours scheduled for a regular work day.

The flexible work schedule is for a minimum period of one (1) year and is automatically renewed annually under the same terms and conditions, with the possibility for the employer or employee to terminate it with a **30 days' written notice**.

Please note that, if you obtain a new position, this work schedule arrangement will automatically end, and you will need to submit a new request, which will be processed according to the current criteria.

¹ The flexible schedule as provided for in the national collective agreement refers to what was previously offered by the CSSS Cavendish and De la Montagne, which they called “compressed schedule”.

B - SECTION TO BE COMPLETED BY THE EMPLOYEE

I _____, employee number _____, would like to make a request to benefit from this working time arrangement.

I have read and understand the terms of this working time arrangement and undertake to respect them for the authorized duration.

Employee's signature

Date

C- SECTION TO BE COMPLETED BY THE MANAGER

☐ Request accepted**

The work schedule arrangement begins on a Sunday (start of a pay period) on _____ and ends on Saturday _____ (maximum period of one year)
(AA/MM/JJ) (AA/MM/JJ)

Current schedule _____ New schedule _____

This schedule may be subject to change.

Manager's signature

Date

☐ Request refused

Reason for refusal: _____

Manager's signature

Date

** FOR MANAGER ONLY:

It is important to review and complete the appendix to the work schedule adjustment forms in addition to this form.

c.c. :

Clients Services
Payroll Services
Employee's file

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.