




Work-time Arrangements- APTS West-Central Montreal

Tuesday, December 9th 2025



Five new forms to request various work time arrangements (WTA)

- 1. Flexible Schedule (Article 9.08) (before was called compressed schedule or 9/10 schedule)**
- 2. 4-day Schedule (Appendix 4) (commonly called "4/32 schedule")**
- 3. 9/10 Schedule (Letter of Agreement # 16)**
- 4. 8/10 Schedule (Letter of Agreement # 16)**
- 5. Atypical Schedule (Appendix 7)**

The first two WTAs, the flexible schedule and the 4-day schedule, are the ones most often requested by our members, so this presentation will present these two types of requests.

1. FLEXIBLE WORK SCHEDULE (was known as compressed schedule 9/10)

- Provided for in Article 9.08 of the national provisions of the collective agreement
- allows the employee and their employer (immediate supervisor) to agree on a work schedule other than the regular 5-day work week.
- In the past, this schedule was known as a “compressed schedule” or sometimes called a “9/10 schedule.”
- To avoid confusion, it should be noted that the employer's new forms entitled 9-10 Schedule and 8-10 Schedule do not refer to a compressed or flexible schedule, but rather to another type of schedule provided for elsewhere in the collective agreement.
- The flexible schedule allows, for example, an employee with a 35-hour-per-week position (or 70 hours per pay period), normally spread over a 2-week pay period consisting of 10 workdays of 7 hours each, to request a different distribution of these working hours.

100

Normal week 1 & 2

[illegible]

Hours spread out

[illegible]

EXAMPLES-FLEXIBLE WORK SCHEDULE

- One example would be to spread the 70 hours over 9 days, allowing for one day off per pay period.
- Another example would be to spread the 70 hours over 8 days per pay period, allowing for two days off per pay period (1 day off per week).
- In each of these two cases, the workday during the 8 or 9 days worked will be longer than 7 hours.
- For example, in the case of 9 days, the average workday would be 7 hours and 47 minutes, and in the case of 8 days, the average workday would be 8 hours and 45 minutes.
- In addition, the number of hours worked may vary on certain days during the pay period, as long as the total for the pay period equals the regular number of hours for the position depending on what has been agreed upon by the employee and the employer.

FLEXIBLE WORK SCHEDULE-MODALITIES

- Employees who hold a permanent full-time or permanent part-time position, as well as employees who have a temporary full-time assignment for a minimum of one year, may apply for the flexible schedule.
- Flexible schedules are **granted based on seniority**.
- Flexible schedules are granted for a period of one year but are automatically renewed from year to year without the need to apply for renewal.
- The employee or employer may terminate the flexible schedule at any time by giving thirty (30) days' written notice.

INFORMATIONS-HOW TO FILL OUR YOUR REQUEST

- On the new flexible schedule form, there is no place for employees to indicate the specific schedule they wish to request.
- During meetings with the employer, the union repeatedly reiterated the importance of including such a space on the form, but the employer decided not to follow our recommendation, stating that employees could indicate their schedule request to their immediate supervisor “in whatever way they choose.”
- For this reason, the union has produced a document entitled “Additional Information - Request for Flexible Schedule,” which we suggest you complete and submit as an attachment with the employer's official form.
- On this document, you can indicate the flexible schedule you wish to request (ensuring that the working hours total the total number of hours for your position or assignment per pay period).

FLEXIBLE SCHEDULE & STATUTORY HOLIDAYS

- The official employer form mentions what happens to the flexible schedule during a pay period when a statutory holiday or a vacation day occurs.
- There are 13 statutory holidays per year, which are paid according to the regular daily number of hours.
- For example, someone who normally works 7 hours per day for a total of 70 hours per pay period normally receives 7 hours of pay for each statutory holiday.
- This amounts to a total of 91 hours of pay for statutory holidays in a year (because $7 \text{ hours} \times 13 \text{ holidays} = 91 \text{ hours}$).
- However, if, under the flexible 9-day schedule per pay period, the employee works 7 hours and 47 minutes per day, and the statutory holiday is paid at a rate of 7 hours and 47 minutes, the total annual payment for statutory holidays would exceed 91 hours (because $7 \text{ hours } 47 \text{ minutes} \times 13 \text{ statutory holidays} = 101.18 \text{ hours}$).

FLEXIBLE SCHEDULE & STATUTORY HOLIDAYS

- There are therefore two options identified on the employer form for dealing with pay periods that include a statutory holiday:
 - (1) suspend the flexible schedule and return to the regular schedule for the entire pay period, or
 - (2) allow the employee to work “extra time” during the pay period (a duration equivalent to the difference between the number of regular hours in a day according to the regular schedule, and the number of hours per day in the flexible schedule – in the example cited above, this is 47 minutes more) so that the remuneration totals the number of regular hours for the pay period. The same mechanism also applies when a vacation day occurs in the pay period, since the vacation day is paid according to the regular number of hours of the position.

100%

The missing 47 minutes are spread out over the entire week (approximately 6 minutes more per day).

[illegible]

FLEXIBLE SCHEDULE & STATUTORY HOLIDAYS

Although the employer's official form indicates that the employee, with the agreement of their immediate supervisor, can choose between these two options, there is no place on the form for the employee to indicate their choice.

For this reason, the union has included a space on the document "Additional Information - Request for Flexible Schedule" where the employee can check their choice between these two options.

2. 4-DAY SCHEDULE (4/32)

This work time arrangement is provided for in Appendix 4 of the national provisions of the collective agreement. It allows **full-time employees** to work a **4-day workweek (instead of 5 days per week)**, according to the following terms:

Number of hours according to the regular schedule	Number of hours according to the 4-day schedule
7 per day (35 per week)	8 per day (32 per week)
7.25 per day (36.25 per week)	8 or 8.25 par jour (32 ou 33 per week)
7.5 per day (37.5 per week)	8.25 or 8.5 per day (33 ou 34 per week)
7.75 per day (38.74 per week)	8.5 or 8.75 per day (34 ou 35 per week)

2. 4-DAY SCHEDULE

- The number of days in the **sick leave bank** is reduced from 9.6 days to 5 days.
- The number of **statutory holidays** is reduced from 13 per year to 2, 3, 4, or 5 per year (at the employee's discretion).
- Statutory holidays and remaining sick leave days are paid according to the number of hours per day as provided for in the 4-day schedule.
- A “**compensation index**” representing a percentage of salary is paid with each paycheck throughout the year. This percentage varies depending on the employee's choice regarding the number of statutory holidays reduced.

2. 4-DAY SCHEDULE: COMPENSATION INDEX

Reduction to 5 statutory holidays	Compensation index of 4.3 %
Reduction to 4 statutory holidays	Compensation index of 4.9 %
Reduction to 3 statutory holidays	Compensation index of 5.5 %
Reduction to 2 statutory holidays	Compensation index of 6.0 %

- This compensation index, in addition to compensating for the reduction in the number of sick days and statutory holidays, serves to reduce the difference between normal weekly pay based on the regular schedule and the 4-day schedule.
- For example, an individual who normally works and is paid for 35 hours per week according to the regular schedule, but who only works 32 hours per week according to the 4-day schedule and retains only 2 statutory holidays, will be paid the equivalent of 33.93 hours per week (32 hours + 6%) for the 32 hours worked.
- The number of statutory holidays to be “converted” (to this “compensation index”) and the choice of specific statutory holidays to be retained must be indicated on the application form.

2. 4-DAY SCHEDULE (CONTINUED)



- Although there is no place on the form to indicate this, we strongly suggest that you indicate your preference for the day of the week on which you would like to take your weekly day off in an email or note accompanying the form submitted to your employer.
- However, please note that, depending on the number of requests in your department (and the popularity of certain days such as Fridays), your preference may not necessarily be granted.
- You can also indicate to the employer in writing your request regarding the length of the meal period during the 4-day schedule (the meal period must be at least 30 minutes and no more than 1 hour), as well as the start time of the shift.
- We invite you to carefully read the information on the 4-day schedule request form, as well as Appendix 4 of the national provisions of the collective agreement for more details on the 4-day schedule : <https://aptsq.com/en/collective-agreements/>

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4-DAY SCHEDULE-MODALITIES:

- Only employees in **permanent full-time positions** may apply for a 4-day schedule.
- 4-day schedules are granted based on seniority.
- The 4-day schedule is for a period of one year but is automatically renewed from year to year without having to apply for renewal.
- The employee or employer may terminate the 4-day schedule at any time by giving sixty (60) days' written notice.

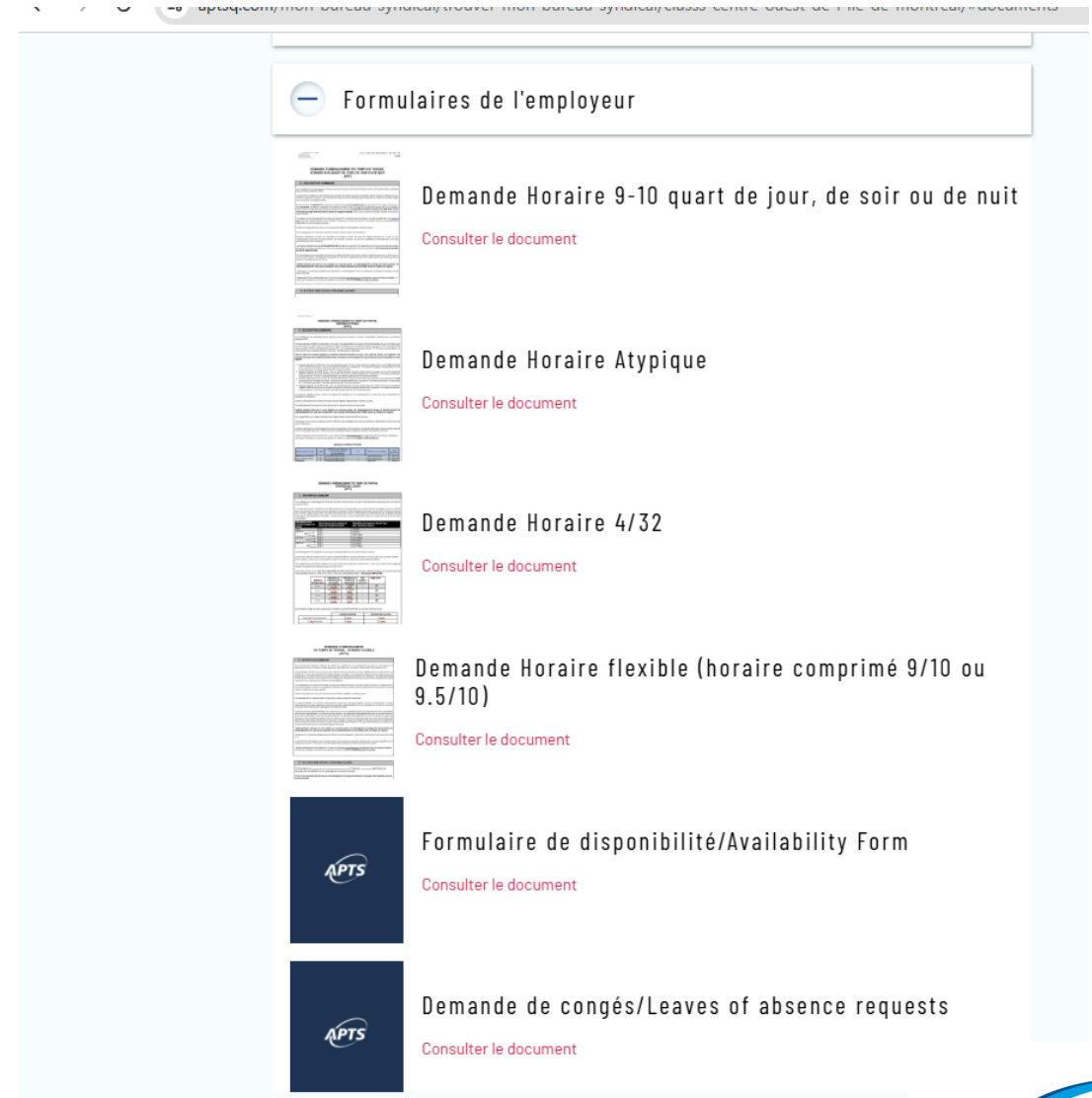


Reminder: important dates

- December 1 to 21: Period for submitting WTA requests
- December 22 to January 8: Period for managers to review requests
- January 9: Schedules sent to HR
- January 24: End of last WTAs
- January 25: Start of new WTAs (completed between December 1 and 21)

WHERE CAN I FIND ALL THE SCHEDULE REQUEST FORMS?

At any time, on the website:
www.aptsq.com/ccomtl , under
“Practical Documents” in the
“Employer Forms” section.





QUESTIONS?

CONTACT US AT CCOMTL@APTSQ.COM OR 514-609-3039