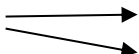
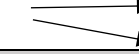


REQUEST FOR WORK TIME ARRANGEMENT
4-DAY WORK SCHEDULE

A – DESCRIPTION

The "4-Day Work Schedule" is defined as, on the one hand, an increase in the number of hours worked per day and, on the other hand, a decrease in the number of days worked per week, while totaling thirty hours (30), thirty-two hours (32h), thirty-three hours (33h), thirty-four hours (34h), thirty-five hours (35h), thirty-six hours (36h) depending on the position held and in accordance with the terms provided in Appendix 4 (APTS), Appendix P (CSN), Appendix L (SCFP) of the national provisions, and Appendix O (SNS directory). The 4-day schedule aims to reduce the number of workdays in a week.

Nbr of hours in regular work week (as per hours of position)	Nbr of hours of the 4-day work schedule	Distribution of work hours/day for the 4-day work schedule
32,5 h (SNS and CSN)	30 h	7,5 h/day
35 h	32 h	8 h/day
36,25 h 	32 h	8 h/day
	33 h	8,25 h/day
37.50 h 	33 h	8,25 h/day
	34 h	8,5 h/day
38.75 h 	34 h	8,5 h/day
	35 h	8,75 h/day
40 h	35h	8,75 h/day
SCFP	36 h	9 h/day

This arrangement is available to employees holding a **regular full-time position**.

The chosen model, its duration, and its application terms must be agreed upon between the employee and the employer.

Employees benefiting from a deferred salary plan are not eligible for the 4-day schedule during the duration of their plan, except if they take leave at the end of their deferred salary leave plan.

Statutory holidays can be reduced from a minimum of 8 days to a maximum of 11 days, and the maximum number of annual sick leave days is reduced from 9.6 to 5 days.

You must choose, from the list of statutory holidays to be retained by site attached to this form, the statutory holidays you wish to keep, between 2 and 5, depending on the desired compensation index. **PLEASE FILL IN:**

Compensation Index	Reduction in Sick Leave Days	Reduction in Statutory Holidays	Nbr of holidays to keep	Your choice
6.0 %	4.6 sick leave days	11 statutory holidays	2	☐
5.5 %	4.6 sick leave days	10 statutory holidays	3	☐
4.9 %	4.6 sick leave days	9 statutory holidays	4	☐
4.3 %	4.6 sick leave days	8 statutory holidays	5	☐

Annual leave benefits are established proportionally to the new work duration:

	OLD SCHEDULE	4-DAY SCHEDULE
Less than 15 years of service	20 days	16 days
15 years of service	21 days	16,8 days
16 years of service	22 days	17,6 days
17 years of service	23 days	18,4 days
18 years of service	24 days	19,2 days
19 years and more of service	25 days	20 days

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

Some work time arrangements may affect eligibility for certain premiums, which require that the number of hours provided in the nomenclature is not reduced.

This work time arrangement is granted considering seniority.

Time and a half pay for a shift change scheduled within a 16-hour interval is not applicable if the employee does not respect this interval in order to benefit from a working time arrangement.

The 4-Day Schedule has a minimum duration of one (1) year and is automatically renewed annually under the same terms, unless the employer or the employee terminates it with a **written notice of 60 days**.

Transitional provisions when granting a 4-day schedule:

- Accumulated and unused annual leave days
Any balance of annual leave days is established proportionally to the new work duration, i.e., 4/5. Therefore, the number of annual leave days is converted according to the new work schedule, but the number of weeks of annual leave remains the same.
- Accumulated and unused statutory holidays
The employee retains accumulated public holidays. If the holiday is taken while the employee is subject to the new schedule, the employee receives the same remuneration as if the holiday had been taken before being subject to the new schedule.
- Sick leave days
Accumulated sick leave before the employee is subject to the 4-Day Schedule is converted into hours based on the regular workday of the normal schedule.

B - SECTION TO BE COMPLETED BY THE EMPLOYEE

I _____, employee number _____, hereby request to benefit from this work time arrangement.

I have read and understand the terms of this work time arrangement and agree to comply with them for the authorized duration.

Employee's signature

Date

C - SECTION TO BE COMPLETED BY THE MANAGER

☐ Request accepted**
The 4-day work schedule begins on a Sunday (*start of a pay period*) on _____ and ends on a Saturday on _____ (*one-year period*).

Current Schedule _____New schedule _____

Manager's signature

Date

☐ Request refused

Reason for refusal : _____

Manager's signature

Date

** FOR MANAGER USE ONLY :

It is important to consult and complete the annex to the work time arrangement forms in addition to this form.

c.c

Clients Services

Payroll Services

Employee 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	☐
2	LABOR DAY – 1 st Monday of September	☐
3	THANKSGIVING - 2 nd Monday in October	☐
4	BOXING DAY - December 26	☐
5	CHRISTMAS DAY - December 25	☐
6	NEW YEAR'S DAY - January 1 st	☐
7	GOOD FRIDAY	☐
8	NATIONAL PATRIOTS' DAY - Monday before May 25	☐
9	ST-JEAN-BAPTISTE DAY - June 24	☒
10	ROSH HASHANA	☐
11	YOM KIPPUR	☐
12	NEW YEAR'S EVE - December 31	☐
13	PASSOVER	☐

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

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

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

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

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

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

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

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

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

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.