

A – DESCRIPTION

Atypical working hours are defined as, on the one hand, an increase in the number of hours worked per day and, on the other hand, a reduction in the number of days worked per two weeks, while totalling seventy hours (70h), seventy-two and a half hours (72.5h), seventy-five hours (75h) or seventy-seven and a half hours (77.50) depending on the position held, and in accordance with the terms and conditions set out in Appendix 7 (APTS), Appendix Y (CSN) of the national provisions and Appendix U (SNS Directory).

Within the framework of an atypical schedule, the number of hours worked during a shift is **greater** than the workday, **without exceeding**: twelve (12) hours ( **SNS**) or sixteen (16) hours (**APTS, CSN**) (in the event that the agreement provides for a regular day of more than twelve (12) hours, the employer notifies the union)

All hours worked are compensated at the regular rate.

APTS-CSN

- **Regular 35-hour week:** Over a pay period (14 days), allow two (2), four (4) or six (6) 10.5 hours of work. During these shifts, the employee receives three paid 15-minute breaks, included in the 10.5 hours of work. The other shifts are 7 hours of work.
- **Regular 36.25-hour week:** Over a pay period (14 days), plan two (2), four (4) or six (6) shifts of 10.75 and 11 hours of work. During these shifts, the employee receives three paid 15-minute breaks, included in the 10.75 and 11 hours of work. The other shifts are 7.25 hours of work.
- **Regular 37.5-hour week:** Over a pay period (14 days), plan two (2), four (4) or six (6) shifts of 11.25 hours of work. During these shifts, the employee receives three paid 15-minute breaks, included in the 11.25 hours of work. The other shifts are 7.5 hours of work.
- **Regular 38.75-hour week:** Over a pay period (14 days), plan two (2), four (4) or six (6) shifts of 11.50 and 11.75 hours of work. During these shifts, the employee receives three paid 15-minute breaks, included in the 12 hours of work. The other shifts are 7.75 hours of work.

SNS

- **Regular 35-hour week:** Over a pay period (14 days), plan for two (2), four (4) or six (6) shifts varying from 11 to 12 hours of work. During these shifts, the employee receives three paid 15-minute breaks, included in the 11 to 12 hours of work. The other shifts are 7 to 8 hours of work.
- **Regular 37.5-hour week:** Over a pay period (14 days), schedule two (2), four (4) or six (6) shifts of 11.25 hours of work. During these shifts, the employee receives three paid 15-minute breaks, included in the 11.25 hours of work. The other shifts are 7.5 hours of work.
- **Regular 40-hour week:** Over a pay period (14 days), schedule two (2), four (4) or six (6) 12-hour shifts. During these shifts, the employee receives three 15-minute paid breaks, included in the 12 hours of work. The other shifts are 8 hours of work.

Part-time employees may also benefit from this work schedule arrangement with the necessary adjustments.

This work schedule arrangement is granted based on seniority.

**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.**

Statutory holidays, float holidays, and annual leave will be converted into hours.

The employer or the employee may terminate this arrangement before its expiration date, with a **sixty (60) days' written notice**.

Some work schedule arrangements may affect eligibility for certain premiums, which require that the number of hours stipulated in the schedule not be reduced. The atypical schedule is for a minimum duration of one (1) year, renewable under the same conditions, unless the employer or the employee terminates it with 60 days' written notice.

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MODELS OF ATYPICAL SCHEDULES: **APTS – CSN** (see SCFP and SNS below)

According to the hours at the station	Option	Number of shifts exceeding the length of a day of regular work	AND	Number of regular shifts	Total per 2 weeks
Model for a full-time employee totalling <u>70 hours/2 weeks</u>	A	2 shifts of 10h30m each	+	7 shifts of 7 hours each	9 shifts
	B	4 shifts of 10h30m each	+	4 shifts of 7 hours each	8 shifts
	C	6 shifts of 10h30m each	+	1 shift of 7 hours	7 shifts
Model for a full-time employee totalling <u>72.50 hours/2 weeks</u>	D	1 shift of 10h45m and 1 shift of 11 hour	+	7 shifts of 7h15m each	9 shifts
	E	2 shifts of 10h45m each and 2 shifts of 11 hours each	+	4 shifts of 7h15m each	8 shifts
	F	3 shifts of 10h45m each and 3 shifts of 11 hours each	+	1 shift de 7h15m	7 shifts
Model for a full-time employee totalling <u>75 hours/2 weeks</u>	G	2 shifts of 11h15m each	+	7 shifts of 7h30m each	9 shifts
	H	4 shifts of 11h15m each	+	4 shifts of 7h30m each	8 shifts
	I	6 shifts of 11h15m each	+	1 shift of 7h30m	7 shifts
Model for a full-time employee totalling <u>77.50 hours/2 weeks</u>	J	1 shift of 11h30m and 1 shift de 11h45m	+	7 shifts of 7h45m each	9 shifts
	K	2 shifts of 11h30m each and 2 shifts of 11h45m each	+	4 shifts of 7h45m each	8 shifts
	L	3 shifts of 11h30m each 3 shifts of 11h45m each	+	1 shift de 7h45m	7 shifts

Please indicate your choice in the table below based on the type of position you hold:

For FULL-TIME employees:

	2 shifts with more hours than the regular workday <input type="checkbox"/>	4 shifts with more hours than the regular workday <input type="checkbox"/>	6 shifts with more hours than the regular workday <input type="checkbox"/>
Number of shifts exceeding the length of a regular workday			
Number of regular shifts			
Prioritize weekends for shifts that exceed the length of a regular workday	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

For PART-TIME employees:

Number of shifts exceeding the length of a regular workday	Maximum possible shifts with more hours than the regular workday	Priority weekend shifts	Priority for week shifts
Choice of the employee to be completed		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

ATYPICAL SCHEDULE MODELS : **SCFP - SNS**

For FULL-TIME employees

	2 work shifts of 12 hours <input type="checkbox"/>	4 work shifts of 12 hours <input type="checkbox"/>	6 work shifts of 12 hours <input type="checkbox"/>
Number of 12-hours shifts	2 X 12 hours	4 X 12 hours	6 X 12 hours
Number of 8-hours shifts	7 X 8 hours	4 X 8 hours	1 X 8 hours
Prioritize weekends for 12 hours work shifts	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

For PART-TIME employees

Number of 12-hours shifts	Possible maximum of 12-hours shifts	Prioritize weekend shifts	Prioritize week shifts
Employee’s choice to be completed		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**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 signature

\_\_\_\_\_

Date

**C - SECTION TO BE COMPLETED BY THE MANAGER**

☐ **Request accepted\*\***

The atypical 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 signature

\_\_\_\_\_

Date

☐ **Request refused**

Reason for refusal : \_\_\_\_\_

\_\_\_\_\_

Manager 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

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 (WTA) 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.