



POLICIES and PROCEDURES

Responsible Unit	Human Resources
Applicable to	All Staff
Date Last Updated	February 2018
Approving Sector Head	Director, Human Resources
Policy	Hours of Work and Breaks

Typical hours of work for a Regular Full-Time employee would be 6.5-7.5 hours/day, five days per week.

Individual work schedules will vary depending on departmental requirements and must be approved by the immediate supervisor. The University encourages managers, supervisors and staff to work together to achieve excellent service levels and accountability for results, while being responsive to work-life balance issues. In special circumstances, individual employees or departments may be approved to work on a flex-time system. Any flex time arrangements must be approved by the employee's immediate supervisor, and such approval will depend upon operational needs of the Department.

Employees are entitled to two (2) fifteen (15) minute paid breaks if they work more than five (5) hours per day. They are entitled to one (1) fifteen (15) minute paid break if they work more than three (3) hours and less than five (5) hours per day. Employees are generally expected to take a one (1) hour unpaid meal break. In no circumstances will a meal break of less than one-half (1/2) hour be approved as part of flex-time arrangements.

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.