



Directive on Summer Hours

Department responsible: Human Resources	Approved by: _____ Director-General
Effective date: January 1 st 2003	Amended on: June 20, 2003, June 5 th 2006 and June 18, 2012
Reference: Policy CC 2000/01-22 Policy CC 2002/03-60 and 2011/12-40	

Underlined article numbers identify provisions already adopted by the Council of Commissioners

All regular employees of the Kativik School Board may benefit from reduced daily working hours during a determined period in the summer according to the present directive.

1. Premises

- 1.1 [purpose](#) This directive sets the rules pertaining to the working schedule arrangement during the summer.
- 1.2 [definitions](#) In this directive, the following expressions are defined as:
- a) **part-time employee:** an employee whose weekly working hours are less than 29 hours for labour support positions and less than 26 hours 15 minutes for any other positions;
 - b) **regular workweek:** 38 hours and 45 minutes per week for labour support positions and thirty-five (35) hours per week for any other full-time positions;
 - c) **temporary employee:** an employee hired to perform particular work or to replace an absent employee for a maximum period of six (6) months.

2. General principles

- 2.1 [application](#) This directive applies to all employees of the Board with the following distinctions or exceptions:
- [regular part-time employee](#)
 - a) a regular part-time employee is entitled to summer hours on a prorata basis of his regular working hours;
 - b) however, a regular part-time employee who normally works on Friday afternoons during the summer hours period, is entitled to a reduction of hours with pay during this period;

[temporary employee](#)

c) a temporary employee is not entitled to the benefit of summer hours and is paid only for the hours actually worked.

2.2 [period covered](#)

Summer hours may begin no earlier than the Monday following the last closing of the community schools and end no later than the Friday preceding the first opening of a community school. If the Monday following the last closing of a community school is a holiday, summer hours shall begin on the Tuesday of that same week. The summer hours shall not exceed eight (8) weeks and the period is determined each year according to the needs of the School Board to ensure the required services to the schools and departments.

2.3 [schedule / all employees other than labour support](#)

Working hours during the period covered by summer hours for all employees of the Board except for labour support are as follows for a total of 30 hours:

Mondays to Thursdays 9:00 a.m. to 4:30 p.m.
Fridays 9:00 a.m. to 1:00 p.m.

or,

Mondays to Thursdays 8:30 a.m. to 4:00 p.m.
Fridays 8:30 a.m. to 12:30 p.m.

or,

Mondays to Thursdays 8:00 a.m. to 3:30 p.m.
Fridays 8:00 a.m. to 12:00 p.m.

2.4 [schedule for labor support](#)

The working hours of the labour support positions during the period covered by summer hours are as follows for a total of 33 hours 15 minutes:

Mondays to Thursdays: 7 hours 15 minutes per day
Fridays: 4 hours 15 minutes

2.5 [absences](#)

Days of absence for annual vacations, compensation time or overtime taken during summer hours are considered full days of absence and are deducted the equivalent of seven (7) hours. Employees who are absent on a Friday morning during this period are considered absent for the entire day.

2.6 [non accumulation](#)

The reduction in hours resulting from the Board closure during the summer hours period is non-transferable and non-recoverable.

2.7 [loss of the benefit](#)

The employee who does not or cannot benefit from this reduction in hours on the same day it occurs loses the benefit on that occasion irrespective of the reason or circumstances.

Notwithstanding the previous statements, in the case the employee is unable to take advantage of the summer hours due to exceptional circumstances and need of the Service and only upon request of his immediate supervisor, the equivalent benefit can be displaced to a different period during the year agreed to by the employee's supervisor.

- 2.8 [overtime during summer hours](#) Overtime is paid to an employee according to the collective agreements and working conditions in effect and according to the number of working hours of his regular week. The employee can't claim overtime based on the reduced working hours as set by the Summer hours schedule.
- 2.9 [shutdown](#) The Board may, after consulting with the Labour Relations Committee or union, determine a period of total or partial shutdown of its activities during the usual vacation period for the purpose of vacation; the duration may not exceed ten (10) working days.

Professionals: c. 7-7.09 / Support: c. 5-6.05 A

3. Application of this directive

- 3.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 3.2 [responsibility](#) Any person referred to in this Directive must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of Human Resources is the person responsible for providing support in the interpretation of this Directive and to ensure its revision when necessary.