

DIRECTIVE ON SUMMER HOURS

Department responsible : Human Resources	Approved by : _____ Director general
Effective date : January 1 st 2003	Amended : June 20, 2003, June 5, 2006, June 18, 2012 and June 1, 2020
References : Resolutions: CC 2000-01-22; CC 2002-03-60; CC 2011-12-40 and CC 2019-2020-79	

1. PREAMBLE

- 1.1 [purpose](#) This directive, hereinafter referred to as the Directive, establishes certain rules with respect to a reduced work schedule for a set period of time during the summer, hereinafter referred to as the Summer Schedule, for all regular employees of Kativik Ilisarniliriniq, hereinafter referred to as the Board.
- 1.2 [definitions](#) For the purposes of this directive, the following terms are defined as :
- a) **Regular part-time employee:** an employee whose weekly working hours are less than 29 hours for maintenance support positions and less than 26 hours and 15 minutes for any other position;
 - b) **Temporary employee:** a professional employee hired for a period of less than 6 months or support employee hired for a period not exceeding 4 months;
 - c) **Full-time employee:** 38 hours and 45 minutes per week for maintenance support positions and 35 hours per week for any other position.

2. FIELDS OF APPLICATION

- 2.1 [application](#) The Directive applies to all regular full-time employees of the Board, taking into account the following clarifications :
- [part-time regular employee](#)
- a) a regular part-time employee is entitled to summer hours on a pro rata basis of his regular working hours;



b) however, a regular part-time employee who normally works Friday afternoons is entitled to summer hours without loss of pay.

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

2.2 granting the benefit The board is responsible for granting this benefit.

3. GENERAL PRINCIPLES

3.1 period covered The Summer Schedule may begin no earlier than the Monday following the last closing of community schools and end no later than the Friday preceding the first opening of a community school. The Summer Schedule shall not exceed eight (8) weeks and the period is determined each year based on the needs of the Board.

3.2 working hours During the Summer Schedule period, the working hours for all employees including maintenance support positions are set out in Appendix 1.

3.3 absences Sick days, annual vacation days or compensatory time taken during summer hours are considered full days of absence and are deducted the equivalent of an entire day. Employees who are absent on Friday morning are considered absent for a full day.

3.4 non-cumulative benefit Summer Schedule working hours are neither transferable nor recoverable in the event of a Board closure.

3.5 loss of the benefit An employee who does not or cannot benefit from the Summer Schedule, for whatever reason, loses the benefit.

3.6 overtime during summer schedule Overtime is paid to an employee according to the collective agreements and other working conditions in effect and according to the number of the employee's regular working hours, with the following modifications :

- a) Compensation at straight-time rate until the end of the employee's normal working hours in excess of what the employee already receives;
- b) Compensation at the rate determined by the collective agreements or any other regulation of working conditions after the end of the employee's normal work schedule.



- 3.7 [shutdown](#) The Board may, after consulting with the body provided for in the collective agreements or any other regulations on working conditions, determine a period of total or partial shutdown of its activities during the usual vacation period. The duration of this period may not exceed ten (10) working days. For this purpose, clause 5-6.05 of the Collective Agreement for Support Staff and clause 7-7.9 of the Collective Agreement for Professionals shall apply.

4. APPLICATION DE LA DIRECTIVE

- 4.1 [previous provisions](#) This Directive replaces all other directives of the Board pertaining to this subject.

- 4.2 [responsibility](#) All employees must comply with this Directive.

All managers must know, understand, disseminate and apply this Directive.

The Director of Human Resources is responsible for interpreting and updating this Directive.



**APPENDIX 1
SUMMER SCHEDULE**

1) The Summer Schedule for all staff with the exception of maintenance support staff

Normal work schedule	Summer schedule End of day Monday to Thursday	Summer schedule End of day Friday
7:00 am – 3:00 pm	2:30 pm	11:00 am
7:30 am – 3:30 pm	3:00 pm	11:30 am
8:00 am – 4:00 pm	3:30 pm	12:00 pm
8:30 am – 4:30 pm	4:00 pm	12:30 pm
9:00 am – 5:00 pm	4:30 pm	1:00 pm
9:30 am – 5:30 pm	5:00 pm	1:30 + 30 min lunch = 2:00 pm
10:00 am – 6:00 pm	5:30 pm	2:00 + 30 min lunch = 2:30 pm

1.2) Work schedule change

An employee may change his work schedule for the summer period and go back to his normal schedule at the end of said period. The authorization of the immediate supervisor is required.

1.3) Lunch hour

On Fridays, a lunch hour must be included for those who start work between 9:30 am and 10:00 am. The break can only be 30 minutes. All other Friday work schedules do not include a lunch period.

1.4) Breaks

Pursuant to the collective agreements, breaks are 15 minutes around the middle of each half-day of work. The morning break and the afternoon break vary according to the work schedule. For everyone, lunch is between 12 pm and 1 pm. However, employees who start work at 7:00 am may replace the afternoon break with lunch from 11:45 am to 1:00 pm. The authorization of the immediate supervisor is required.

2) Summer hours for **maintenance support** (must total 33 hours and 15 minutes per week)

Hours may vary from one work location to another. The authorization of immediate supervisor is required.

- Monday to Thursday: 7 hours 15 minutes per day.
- Friday: 4 hours 15 minutes.

