

# CUPE·SCFP

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## GUIDELINES

### EVERY SECOND FRIDAY AFTERNOON OFF

(where applicable per Article 12.01 of the COPE collective agreement)

- 1) The 3 hours to be made up must be worked in either half ( $\frac{1}{2}$ ) hour or one (1) hour lots from Monday to Wednesday between the hours of 8:00 a.m. and 5:00 p.m. only. In no instances shall the lunch break be reduced to less than one (1) hour.
- 2) The schedule of hours for each employee, once established, cannot be changed except through an approved leave of absence, i.e. sick leave, vacation or special leave.

If an employee is absent on a day additional time is worked, such time must be rescheduled for another day prior to the Friday afternoon to be taken off.

- 3) The 3 hours must be worked prior to the scheduled afternoon off, i.e. an employee cannot leave on the scheduled Friday afternoon until a total of 60 hours has been worked or properly substantiated through approved leave forms during the preceding two-week period.

If an employee, through approved leave of absence, has banked less than 3 hours prior to the afternoon off, such employee cannot forfeit the afternoon off and carry the time over to the following scheduled afternoon off. Any employee so affected must complete the required 60 hours and any time taken off on the Friday afternoon will constitute that employee's scheduled afternoon off.

- 4) If the workload of a department or region requires an employee to forfeit the scheduled afternoon off, the time so worked should be claimed as overtime and will be paid at the appropriate overtime rates provided a total of 60 hours has been properly substantiated in the preceding two-week period.

Overtime worked over and above the established schedule of hours should be claimed as overtime and cannot be applied against the 3 hours in an effort to further compress the work week and change the established schedule.

- 5) If a statutory holiday falls on a Friday, the Thursday afternoon shall be taken by the employee so scheduled for that week, provided a total of 54 hours has been substantiated during the preceding 2-week period.

Should a statutory holiday fall on a Monday, the schedule will be adjusted so that the additional time will be worked from Tuesday to Thursday. Similarly, should a statutory holiday fall on any other day during which the additional time is worked, such time will be rescheduled for an alternate day prior to the scheduled afternoon off.

- 6) Should an employee be on approved leave of absence, i.e. sick leave, vacation or special leave, on the Friday scheduled as an afternoon off, such employee will submit a leave form to cover one-half ( $\frac{1}{2}$ ) day's leave only, provided a total of 57 hours has been worked during the preceding two-week period.

In the event an employee has worked only a portion of the 3 hours prior to the scheduled afternoon off and is absent that day, the leave form submitted must cover the number of hours required to make a total of 60 hours in the two-week period in question.

- 7) Should the vacation schedule or approved leave taken by an employee coincide with the scheduled afternoon off to be taken by another employee, it will be the responsibility of the department or region so affected to rearrange the work schedule, if necessary, to provide for proper coverage at all times.
- 8) Any necessary changes to the established schedules of work can only be made as provided above and only in consultation with the Director or Assistant Director concerned.

Any approved changes made to an established work schedule must be recorded to enable the Director or Assistant Director to verify submitted leave forms and otherwise administer the program. Leave forms must be submitted promptly.

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