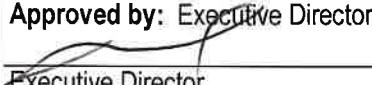


Algoma

Nurse Practitioner-Led Clinic

Policies & Procedures

Section: Personnel	Policy Number: HR2011-03
Subject: Hours of Work	Effective Date: July 26, 2011
Approved by: Executive Director	
 Executive Director	26/10/2021 Date

Hours of Work

PURPOSE

To establish regular hours of work for Algoma NPLC employees.

POLICY

1. The full-time work week is based on thirty-seven and one-half hours per week (37.5). The Executive Director will ensure that all employees receive appropriate meal breaks as required by the *Employment Standards Act, 2000*.
2. Within a given quarter, staff members cannot accrue more than 6 hours of unapproved banked time. If the banked time is accrued during the last two weeks of the quarter, it may be rolled over to the following quarter or fiscal year. At the end of the quarter, the banked time balance should be 0. If any banked time remains unutilized, staff will be asked to take time off or will be paid out.
3. The Board accepts and encourages flexible work schedules for Algoma NPLC employees. However, all employees must consider the operational requirements of the Algoma NPLC, and as such some employees may not be permitted to work flexible hours.
4. Employees will be required to sign-off on weekly time sheets through the electronic timesheet software. Employees will be given login information and orientation at start of employment.
5. The Executive Director reserves the right to limit flex scheduling and may set regular hours for all employees according to operational requirements. Abuse of flex scheduling may result in disciplinary action, up to and including termination of employment.