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STANDARD HOURS OF WORK

PURPOSE

1. The Government establishes a regular schedule of hours of work for employees based upon working requirements.

APPLICATION


2. These guidelines and procedures apply to all employees except those in the Nunavut Teachers Association bargaining unit.

DEFINITIONS

3. **Absent Without Leave** is the term used when an employee is absent from the place of work during the prescribed hours of work without the permission of the employee's supervisor.

PROVISIONS

4. The standard hours of work for all employees unless otherwise agreed to by the Union and the employer are either eight hours per day (40 hour work week) or seven and one-half hours per day (37 and one-half hour work week). This is worked between 08:00 or 08:30 and 17:00, depending upon the occupation group, Monday to Friday inclusive. The standard daily hours are exclusive of a minimum half hour lunch period scheduled as close as possible to mid-day. There shall be a paid 15-minute break in the morning and a paid 15-minute break in the afternoon.
5. Employees in some occupational groups are required to work shifts.
6. Each employee must provide reasonable notification to and seek approval from the Government for any anticipated absence, including lateness, from the specified place of work.
7. When an employee is absent without leave, a deduction from pay may be made for such absence. The leave management system may be used to record absences.
8. Standard hours of work are established when a position is assigned to an occupational group.

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9. Attendance registers are maintained to record the attendance and absences of each employee in a department with enough information to confirm the following:
 - all payments of salary; and
 - acquired credits associated with the salary.
10. Deputy Heads ensure that attendance records are countersigned by an appropriate official to verify accuracy.

AUTHORITIES AND REFERENCES

11. Public Service Regulations
Section 7, 8, 9, Hours of Work
12. Main Collective Agreement with NEU
Article 22, Hours of Work
13. Excluded Employees' Handbook
Hours of Work

CONTACTS

14. For further information or clarification, please contact:

**Director Employee Relations
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Iqaluit, Nunavut
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or

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