510 Four-Day Work Week, All Staff

Revised: December 2003

These terms and conditions of employment apply to regular full-time staff and new hires who undertake four-day work week appointments. The appointees are regular full-time employees on the following basis:

a) wages, vacation and sick leave entitlement are prorated accordingly;

b) benefit coverage remains the same except for pension benefits, life insurance coverage and Long Term Disability, which are based on actual wages earned;

c) seniority continues to accrue as with five-day appointments.

Requests to convert a regular position to a four-day week position must be discussed with the appropriate Dean or Director and subsequently with the Associate Vice-President, Human Resources, or designate, who will advise on the appropriate procedure to follow, which will include notification to the bargaining unit.

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