

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.

Source URL: <https://www.uoguelph.ca/hr/staff-faculty-hr-policies-all-employees/510-four-day-work-week-all-staff>