



**OFFICE of THE
VICE-PRESIDENT**

FINANCE, ADMINISTRATION & RISK

To: All Staff
From: Don O’Leary, Vice President (Finance, Administration & Risk)
Date: August 14, 2019
Subject: Hours of Work

Each year, during the months of June, July and August the various units across the University implement summer operating hours, modifying normal operating hours from 8:30 am – 4:45 pm to 8:30 am – 4:30 pm in order to enable early departure of staff. To facilitate this reduction in hours, unpaid meal breaks are proportionally reduced, ensuring that normal weekly working hours remain unchanged. These modified hours are intended to allow greater flexibility for staff during the summer months, generally concluding following the Labour Day long weekend, with normal operating hours, and regular work schedules, reverting back to 8:30 am to 4:45 pm at that time.

A review of normal operating hours was undertaken in consultation with a number of staff and operational units. As a result, the University has made the decision that, commencing August 31, 2019, it will continue with the normal operating hours of 8:30 am to 4:30 pm, and to maintain the scheduling practices that have been in effect over the summer months throughout the entire calendar year. Under this arrangement the total daily and weekly hours of work will remain the same (i.e. staff will continue to work 7, 7.5 or 8 hours daily; 35, 37.5 or 40 hours weekly), with breaks/lunch proportionally reduced to reflect the early departure time.

In order to effect this change, the University has eliminated Human Resources Policy 202 (Hours of Work, Support Staff) and replaced it with a revised [Human Resources Policy 519 \(Hours of Work, All Staff\)](#). A copy of this revised Policy, which takes effect August 31, 2019, can be found on the [Human Resources website](#).

The intention of this change is to provide impacted staff with greater flexibility in their departure time throughout the calendar year, rather than limited to the summer months.

If you have any questions, please reach out to your [Human Resources Consultant](#) directly and they will be pleased to assist you.