 <p>HOURS OF WORK AND OVERTIME</p>	<p>Human Resource Manual</p>
<p>Compressed Work Week</p>	<p>Section 1206</p>

COMPRESSED WORK WEEK

PURPOSE

1. The Government sets up a regular schedule of hours of work for employees based upon working requirements. The Government may agree at the request of an employee to alter this regular schedule to allow the employee to work a compressed workweek.

APPLICATION


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

DEFINITIONS

3. **Compressed work week** means a regular schedule of working extra hours each day and fewer days.

PROVISIONS

4. There will be no increase in cost to the Government as a result of a compressed work week arrangement.
5. Over a period of 28 calendar days the employee must work or be on approved leave or a designated paid holiday for a period equal to four times the standard weekly hours.
6. An employee who works extra hours outside of those agreed to for the compressed work week schedule, will be provided overtime at the appropriate rate.
7. A compressed work week arrangement will not be used to avoid paying an employee overtime.
8. The employee submits a request to the supervisor for compressed hours.
9. The employee and the supervisor develop a work schedule for the employee.

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10. The compressed work week arrangement can be terminated at any time by the employee or the supervisor with at least 14 days notice.

AUTHORITIES AND REFERENCES

11. Main Collective Agreement with NEU
Article 22, Hours of Work
12. Excluded Employees' Handbook
Compressed Work Week

CONTACTS

13. For further information or clarification, please contact:

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