FOUR-DAY WORKWEEK POLICY

[Organization Name] strives to help its staff maintain a work-life balance. A four-day workweek is consistent with its efforts toward work-life balance. [Organization Name] has adopted this Four Day Workweek Policy to enhance our employees’ job satisfaction, boost productivity, creativity, and decrease the total amount of time spent commuting to and from work. This policy outlines the guideline for the four-day workweek schedule.

SCOPE

This policy applies to [all] [Organization Name] employees.

DEFINITIONS

Overtime: Standard hours of work under the *Alberta Employment Standards Code* are defined as eight hours in one day and 44 hours in one week. Hours worked above whichever of the following is greater must be paid at the overtime rate: 8 hours in one day or 44 hours in one week (8/44 rule).

Averaging Arrangement: refers to the agreement allowing [Organization Name] to average its employee's hours of work for one to 52 weeks to determine the employee's overtime pay or time off with pay.

Averaging Period: pertains to the period over which hours of work are averaged under an averaging arrangement.

POLICY

[Organization Name] will adopt a four-day work week according to the guidelines outlined below. It is important to note that this flexible arrangement must be recognized as temporary and may be terminated by the employer at any time. Furthermore:

* No flex time arrangement shall have a negative impact on the performance of the employee, or adversely affect the performance of any other employees.
* [Organization Name] shall reserve the right to return an employee on a compressed workweek schedule to their standard schedule at any time in the event that the new schedule has adversely affected their ability to perform normal job functions, or if company circumstances change such that a return to a standard schedule is necessitated.

Hours of Work

At [Organization Name], a workweek typically consists of 40 hours for full-time employees.

To achieve a four day work week for employees, the total number of hours will remain the same (40 hours) but will be divided into four 9 or 10-hour work days, rather than five 8 hour work days. No matter the schedule, an unpaid lunch must be scheduled for each employee for a minimum of 1/2 hour.

Averaging Overtime

[Organization Name] employees may work overtime and are entitled to an averaging arrangement with the parameters of the *Alberta Employment Standards Code*.

* [Organization Name] may require or averaging arrangements for an employee or group.
* [Organization Name] may average a worker's hours over 1 to 52 weeks.
* Overtime is calculated on a [daily/averaging period] basis.

Averaging Arrangements

For an individual averaging agreement to be in place:

* An employee must sign an individual written averaging agreement outlining the following:
  + The number of weeks over which the hours will be averaged.
  + The averaging period (which must not exceed 52 weeks unless authorized in writing by the Director of Employment Standards or the Minister of Labour and Immigration).
  + The schedule that sets out the daily and weekly hours of work for the averaging period.
  + The manner in which pay will be calculated.
* Employees will be provided with a copy of the agreement.
* Overtime will be paid as [employee’s total daily overtime hours/employee’s total averaging period overtime hours]

Responsibilities

Employees must:

* Ensure work is completed efficiently and effectively.
* Adhere to any work-hour agreements made with their manager.

Managers must:

* Manage work hours to ensure department efficiency and ensure mandatory breaks are adhered to.
* Develop a written agreement employee using an averaging arrangement.
* Monitor the compressed work arrangement in terms of the following:
  + Employee compliance with the written agreement's terms,
  + Impact on departmental operations,
  + Alberta Employment Standards Code provisions, and
  + If necessary, modify or discontinue the arrangement.

General/Statutory Holidays

Employees who have worked with [Organization Name] for at least 30 workdays in the 12 months prior to the holiday are entitled to general holiday pay.

Employees are entitled to general holidays and may receive general holiday pay if one of the following applies to them:

* a general holiday is a regular day of work, or
* they have worked on a general holiday that is not a regular day of work

| **GENERAL HOLIDAY PAY** | | |
| --- | --- | --- |
|  | **Regular day of work** | **Not a regular day of work** |
| **Employee works** | Hours worked x hourly wage x 1.5 + average daily wage  or  Hours worked x hourly wage + future day off at average daily wage | Hours worked x hourly wage x 1.5 |
| **Employee doesn't work** | Average daily wage | Not eligible for general holiday pay |

Should a statutory holiday fall within an employee’s vacation time, the employee may qualify for statutory holiday pay, but they do not get an additional day off.