

Procedure HR 5-03: Flexible Hours of Work

The Workplace Health, Safety and Compensation Commission is committed to providing employees with as much flexibility as possible in arranging their daily work schedule. Subject to operational requirements, flex hours may be arranged with the following provisions:

The core hours are from 10 a.m. to 3 p.m., these are the hours of work when all staff must be present;

A meal break of a least one-half hour and not to exceed one and one half hour must be taken at such time as the Employer directs.

OPERATIONAL PROCEDURE

Requests for flexible working arrangements must be in writing and should be submitted to the Departmental Director.

Flexible working arrangements may be canceled by either party with one week notice.

REFERENCES

[WHSCC/NAPE Collective Agreement Article 10.01 - Hours of Work](#)

CONTACT

Manager, Human Resources

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