

## **Flexible Work Arrangements**

Regular work hours are 7.25 hours/day. The following Flex Work arrangements are available to employees:

- Work 9 days to attain 10<sup>th</sup> day off – work hours extended by 47 min/day
- Work 14 days to obtain 15<sup>th</sup> day off –work hours are extended by 30 min/day

Key Features;

- Days off are distributed evenly Mon-Fri based on seniority and preference
- The employer may suspend flex arrangements during peak summer vacation

## **Home Office Program**

Any work at home arrangement, on an occasional or regular basis, must be required by the employer. Factors the employer will consider:

- employees are required to perform 60% or greater of their regular work hours as assigned from their home office location
- the work to be performed is operationally feasible
- the quality and quantity will be at least as good as that performed at the workplace
- the work can be performed in a cost effective manner
- all terms of employment including the collective agreement and health and safety standards and policies will apply.

## **Pre-Paid Leave**

An employee may apply to participate in a pre-paid leave plan as permitted under the Income Tax Act in order to defer pre-tax salary dollars to fund a leave of absence.

- Deferral period is at least one year but not more than 4 years with a minimum salary deferral of 20%
- The period of leave must be a minimum of 6 months and a maximum of 12 months