



## **ADMINISTRATIVE PROCEDURES**

### **Disconnecting from Work (Policy Statement: Disconnecting from Work)**

#### **Purpose**

This procedure is intended to establish a framework that allows for employees to disconnect from work, outside of regular working hours, in order to provide them with a healthy work/life balance, and will identify the Board's expectations and requirements with respect to the ability of employees to disconnect from work.

#### **References**

Bill 27, Working for Workers Act, 2021  
*Employee Standards Act, 2000*  
Applicable Collective Agreements and Terms of Employment

#### **Procedures**

1. To the extent where reasonably possible, mass e-mails sent to staff for the purpose of providing information pertaining to current or upcoming matters related to the Algonquin and Lakeshore Catholic District School Board should not be circulated after-hours to ensure that employees' non-work hours, vacation time, and personal and family life are respected.
2. Staff are advised to refrain from producing, responding to, or becoming involved in work-related electronic or telephonic communication after-hours. Staff are encouraged to consider saving emails as drafts or to use the Outlook delay delivery feature to ensure communications are delivered during the recipient's working hours.
  - 2.1 The Employer and the employee also recognize that situations can arise where it would be challenging to deal with matters during the employee's normal hours of work. Specifically, the Employer, an employer's representative, or an external stakeholder, may contact employees outside of their normal working hours in the following circumstances, including but not limited to:
    - Confirming an employee's availability for staffing purposes.
    - Where unforeseeable circumstances may arise.
    - Where an emergency may arise.
    - Where business and operational reasons require contact outside of normal working hours.

3. Staff are encouraged to set “out of office” notifications to email and/or telephone where applicable, to notify senders when the employee is on leave from the workplace for reason such as but not limited to, approved leaves. Out of office notifications should include date of return to the office and the contact information of alternative support, in cases of urgency.
4. All ALCDSB employees are expected to use their best judgement when determining whether to send a communication outside of a recipient’s working hours. Similarly, all employees are expected to use their best judgement when determining whether to respond to a communication received after-hours. As hours of work may vary between employees, an employee may send communications at a time which is inconvenient to another employee. i.e., where one employee works early in the morning, and another does not. Where this is the case, the sender should consider the timing of their communication and understand that the recipient may not be expected to respond until their return to work.

Where a supervisor sends communications outside normal working hours, unless business or operational needs dictate that an immediate response is required, employees should not feel the need to respond to email communications received outside their normal hours of work.

5. In the event of a discrepancy between this policy and an employee’s employment contract, collective agreement, or terms and conditions of employment, or Board policy, the applicable employment contract, collective agreement, or terms and conditions of employment, or Board policy shall take precedence.
6. A written copy of this policy will be provided to employees within 30 days of the enactment of the policy or within 30 days of changes being made. New employees will be provided a copy of this policy within 30 days of becoming a new employee.
7. The board reserves the right to amend or revise this policy in accordance with operational requirements and any legislative changes.

Approved: May 10, 2022