

ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

POLICY STATEMENT

Office Hours - Administrative / Support Staff

The Board has an accessibility obligation to its ratepayers and the general public while at the same time having responsibilities to staff in its employ.

In light of these commitments, the office hours of the administrative/support staff of the Board will be established with due consideration for both staff and community members.

Approved: April 24, 2001

Revised: February 24, 2004

ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

POLICY MANAGEMENT PRACTICES

Office Hours - Administrative / Support Staff

1. During the school year, September to June, normal hours of work in the administrative offices of the Board will be Monday through Friday, 8:30 a.m. to 4:00/4:30 p.m. (depending on arrangement with Supervisor and approval of the appropriate Superintendent) except for statutory and other paid holidays.

2. Summer hours will be annually determined by the system's administration.

3. Statutory and other paid holidays normally include:

New Years	Civic Holiday
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	Labour Day

and other designated days as consistent with applicable Collective Agreements.

4. Any unique work schedule option such as a summer shut down will be approved by administration and/or the Board of Trustees as appropriate and subsequent to discussion with the Bargaining Units of affected employees.

5. As necessary alternative or enhanced work schedules will be put in place in response to unique circumstances.

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