

GENERAL ADMINISTRATION MANUAL

VOLUME 3: HUMAN RESOURCE POLICIES

TITLE: EMPLOYEE ATTENDANCE AND WORK BREAKS

EFFECTIVE: November 27, 2012

1.0 SCOPE

1.1 Authority

1.1.1 This policy is issued under authority of Cabinet Minute No. 94-40, dated October 27, 1994 and amended under the authority of the Deputy Ministers Review Committee, November 27, 2012.

1.2 Application

1.2.1 This policy applies to all employees hired under the *Public Service Act* including casuals.

1.3 Purpose

1.3.1 The purpose of this policy is to establish standards and expectations in regard to workplace attendance and rest and meal breaks for employees.

1.4 Definitions

Rest Period: A paid break from work duties of 15 minutes duration.

Meal Break: A break from work duties of not less than one-half hour in duration which is usually unpaid.

2.0 REST PERIODS

2.1 Employees who are scheduled to work seven and one-half or more consecutive hours are entitled to take two paid rest periods. Each rest period is to be scheduled as near as possible to the mid-point of the work period before and after the meal break.

2.2 Employees who are scheduled to work a minimum of three and one-half hours but less than seven and one-half consecutive hours are entitled to one paid rest period.

2.3 Employees are not normally permitted to forego a rest period in order to shorten the work day.

3.0 MEAL BREAKS

3.1 Employees who are scheduled to work more than five consecutive hours are entitled to at least one meal break which is normally scheduled near to the mid-point of their work period.

3.2 Employees occupying specific positions, as set out in the collective agreement between the Employer and the Public Service Alliance of Canada, are entitled to two meal breaks which are scheduled as close as possible to the first and the second-third points of their shifts.

3.3 Employees who are entitled to a **paid** meal break may not leave the work site without the permission of the immediate supervisor.

3.4 Employees are not normally permitted to forego a meal break in order to shorten the work day.

4.0 ROLES AND RESPONSIBILITIES

4.1 Employees are responsible for:

4.1.1 being present and available at the prescribed times to perform the work for which they are compensated. An employee who is late in arriving at work may be liable to a salary deduction for the period during which he/she was not available to perform his/her duties. Periods of lateness may be aggregated over time and deductions in respect of them made at the discretion of the employee's supervisor.

4.1.2 arranging authorized leave in writing prior to any absence from work. In the case of sickness or other unusual or emergency situations where the need for leave is not known in advance authorization may be granted verbally. Leave which received verbal authorization initially must be confirmed in writing by the employee's supervisor as soon as possible.

4.1.3 communicating the reason for an unauthorized absence from work directly to his/her immediate supervisor prior to the commencement of his/her work day or shift or as soon as possible thereafter. If the employee's immediate supervisor is unavailable, the employee shall communicate the reason for his/her absence to such other person and in the form designated by the supervisor.

4.1.4 in situations where the employee has no telephone or other reliable method of contacting his/her supervisor, the employee shall initiate, in advance of any absence, alternate arrangements which are mutually satisfactory to the employer and the employee.

4.2 Departmental human resource staff are responsible for:

4.2.1 communicating this policy to all department staff;

4.2.2 providing advice and support to employees, managers and supervisors on attendance and work breaks issues; and

4.2.3 providing education, advice and assistance to employees, managers and supervisors on the development and implementation of modified/alternative work duties or hours of work as appropriate.

4.3 Managers and Supervisors are responsible for:

4.3.1 on a day to day basis, managing employee attendance and work breaks through:

- communicating attendance expectations to new and existing employees;
- maintaining accurate attendance records for their staff; and
- addressing poor attendance and/or use of work breaks issues in a timely manner and where appropriate informing the employee of their right to access the Employer's Employee Assistance Program.

4.3.2 considering the accommodation needs of employees and where appropriate and possible, modifying job tasks and/or work hours of the employee to facilitate regular attendance and appropriate use of work breaks.

4.4 The Public Service Commission is responsible for:

4.4.1 providing guidance to departments concerning the implementation and application of this policy;

4.4.2 providing management support and consultation on attendance and work break issues; and

4.4.3 providing advice and support regarding the design and implementation of modified or alternative work duties or hours of work, as appropriate.

5.0 RELATED DOCUMENTS

- Collective Agreement – Government of Yukon and the Public Service Alliance of Canada
- General Administration Manual, Volume 3 – policy 3.27 Discretionary Leave Without Pay
- *Public Service Act*