

PATHWAYS ABILITIES SOCIETY

POLICY: CASUAL SHIFT CALL-IN

Applies to: All Personnel

Original Approval Date: November 25, 2002

Date Board Approved: July 29, 2024

Replaces Policy Dated: May 24, 2024

Board Member's Signature

On the first (1st) day of each month, employees choosing to work casual shifts will submit their dates and hours of availability for the following month. If that day falls on a weekend or statutory holiday, then availability must be submitted on the first (1st) business day following. Casual employees who submit their availability after the first of the month understand that some shifts may have already been offered to a casual employee below them in seniority who had their shift calendar in on time.

Employees must submit their availability via PayWorks for the months of July/August by June 1st and for the months of December/January by November 1st. If the day of submission falls on a weekend or statutory holiday, it may be submitted on the following business day.

If no availability is submitted, then the Employer is not obligated to call the employee within that month.

Employees who are not available for duty for any given shift will not be required to find their own replacement.

If an employee has submitted their availability, they should be available to work. If they refuse when called, this is a refusal of a shift. If an employee indicates they are available and subsequently are not, the Attendance and Absenteeism policy and procedure will be applied.

Casual employees who are not available for three (3) consecutive months will be considered to have abandoned their position with the organization unless a leave of absence has been requested and approved by management.

Employees must inform the Employer or designate if, when accepting work, they will be eligible for overtime.