

PATHWAYS ABILITIES SOCIETY

POLICY: CASUAL SHIFT CALL-IN

Applies to: All Personnel

Original Approval Date: November 25, 2002

Date Board Approved: May 9, 2022

Replaces Policy Dated: May 13, 2019

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 the calendar forms must be submitted on the first (1st) business day following. Casual employee 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 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, the calendar form may be submitted on the following business day.

The availability calendar form will include where the employee is qualified and able to work.

If no availability calendar form 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 calendar and stated they are available, they should be available to work. If they refuse when called, this is a refusal of a shift.

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.