



Administrative Procedure 5140

Summer Hours of Work – Support Staff

Board Governance Policy Cross Reference: [1](#), [13](#), [15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[CUPE Collective Agreement](#)

Date Adopted: May 1982

Amended: December 2017; September 2026

The commencement of summer hours shall be as determined by the Division. The applicable schedules for each classification are outlined below.

Summer statutory holidays, including Canada Day and the Civic Holiday, shall be considered regular working days for the purposes of this schedule. Employees working a modified schedule will be required to work an additional one (1) hour on the Friday of the same week in which the statutory holiday occurs.

Leave requests for periods of less than one (1) full work week must be recorded in the leave system in accordance with the employee's applicable summer schedule.

It is understood and agreed that the additional hour worked each day from Monday through Thursday, inclusive, as outlined below, is in lieu of time off on Friday. Therefore, overtime provisions as set forth in the CUPE Collective Agreement shall not be applicable for these specified hours.

Custodial, Trades, Maintenance, Transportation (12-month)

Summer hours will begin during the first full working week of July and continue through the Friday before K-8 school offices reopen in August. For clarity, the end of summer hours is based on the reopening date of K-8 school offices, not the first day of classes for students. Hours are based on a 40-hour work week, shall be as follows:

- Monday through Thursday, inclusive: 7:00 a.m. to 4:30 p.m. with a half-hour unpaid lunch break (9.0 hours per day)
- Friday: 7:00 a.m. to 11:00 a.m. (4 hours)

Administrative Assistants, Accounting Clerks, Library Technicians (12-Month)

Summer hours will begin during the first full working week of July and continue through the Friday before K-8 school offices reopen in August. For clarity, the end of summer hours is based on the reopening date of K-8 school offices, not the first day of classes for students. Hours are based on a 40-hour work week, shall be as follows:

- Option 1: Status Quo - Regular scheduled hours (8.0 hours per day, Monday through Friday).
- Option 2: Monday through Thursday, both inclusive: 7:00 a.m. to 4:30 p.m. with a half-hour unpaid lunch break (9.0 hours per day) and Friday: 7:00 a.m. to 11:00 a.m. (4 hours).

Employees must select either Option 1 or Option 2 and notify their supervisor. Supervisors are responsible for submitting all employee selections to Payroll, no later than June 15 each year.