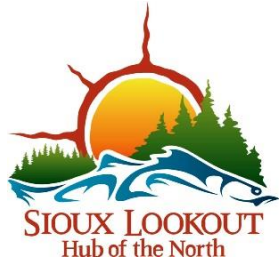


# Hours of Work and Rest Periods



## The Municipality of Sioux Lookout Human Resources Policy

<b>Section:</b>	Personnel	<b>Date:</b>	May 1, 2026
<b>Policy No:</b>	2026-HR-04	<b>Repeal:</b>	
<b>Approved by:</b>	CAO		

### Purpose

This policy sets out the Municipality's standards for hours of work, scheduling, lunch periods, rest breaks, tardiness, and outlines expectations regarding flexibility and reporting.

### Policy Statement

The Municipality is committed to providing fair and consistent scheduling practices in compliance with the Ontario Employment Standards Act, 2000 (ESA) and related legislation, while meeting operational requirements and supporting employee well-being.

### Scope

This policy applies to all full-time, part-time, supervisory, and managerial employees of the Municipality, except where otherwise governed by a collective agreement or individual employment contract.

### Definitions

Term	Meaning
Hours of Work	The total number of hours an employee is scheduled to work, as determined by departmental operations. This may be 37.5 or 40 hours per week for full-time employees.
Shift	The scheduled hours of work during a day. Shifts may be 7.5, 8, 10, or 12 hours in length, as determined by operational requirements.
Schedule	The recurring pattern of days and shifts assigned to an employee, established by the Supervisor and approved by the Department Head.

For any questions or further clarification regarding this policy, employees are encouraged to contact the Human Resources Department.

Meal Period	An unpaid break of at least 30 consecutive minutes, provided after no more than five consecutive hours of work, in accordance with the ESA. The Municipality may approve longer meal periods (up to 1 hour).
Rest Break	A paid 15-minute break provided in addition to ESA entitlements. Full-time employees are entitled to two paid rest breaks per full shift; part-time employees working 4–7 hours are entitled to one.
Flex Work Agreement	A pre-approved variation from standard work hours, such as alternate start and end times, compressed workweeks, or adjusted schedules.
Work-from-Home Arrangement	A pre-approved arrangement allowing an employee to perform their duties from home on a temporary or ongoing basis.
Overtime	Hours worked in excess of 44 hours per week, as defined by the ESA, unless otherwise covered by a collective agreement or averaging agreement. (Note: administration of overtime is addressed in the Municipality’s separate Overtime Policy.)
Supervisor	The individual directly responsible for overseeing an employee’s work and schedule.
Department Head	The manager responsible for the operations of a municipal department.
Chief Administrative Officer	The senior administrative official responsible for final approval of flex work and work-from-home arrangement

## General Provisions

### Hours of Work

- Full-time regular employees will work either 37.5 hours or 40 hours per week, depending on departmental operations.
- Employees will not be scheduled in excess of the daily or weekly limits set out in the ESA unless otherwise permitted by an approved averaging agreement.

### Overtime

- In accordance with the ESA, hours worked in excess of 44 hours per week are considered overtime, unless an approved averaging agreement is in place.
- Overtime entitlements will be administered in accordance with the Municipality's Overtime Policy or the applicable collective agreement, whichever governs the employee's terms of employment.
- Supervisory and managerial staff, as defined under the ESA, are exempt from overtime provisions and are expected to work the hours required to fulfill their duties.

### **Scheduling**

- Supervisors are responsible for establishing schedules to meet operational needs.
- Flexible or alternative schedules may be created with the mutual agreement of the Supervisor and the employee.

### **Flex Work and Work-from-Home Arrangements**

- Any request for a flexible schedule or work-from-home arrangement must first be approved by the Department Head and then approved off by the Chief Administrative Officer (CAO).
- For non-emergent, ongoing arrangements, a formal contract must be completed outlining expectations, duration, and responsibilities.
- Emergency or short-term flexibility (e.g., weather, illness, or operational continuity) may be granted on a case-by-case basis without a contract, but still requires Department Head and/or CAO approval.

### **Meal Periods**

- As required by the ESA (s.20), employees are entitled to an unpaid meal period of at least 30 consecutive minutes after no more than five consecutive hours of work.
- The Municipality provides an unpaid meal period of either 30 minutes or 1 hour, as approved by the Supervisor.

### **Rest Breaks**

- In addition to ESA entitlements, the Municipality provides the following:
  - Full-time employees working shifts of 7.5 hours or longer are entitled to two paid 15-minute rest breaks per shift.
  - Part-time employees working shifts of 4 to 7 hours are entitled to one paid 15-minute rest break per shift.

- Rest breaks are to be scheduled by the Supervisor in accordance with operational needs and cannot be combined with the meal period.

### **Reporting Lateness**

- Employees who anticipate being late must notify their Supervisor or designate as soon as possible.
- At the Supervisor's discretion, missed time may be made up or covered using lieu time, flex time, or vacation time.

### **Inclement Weather**

- Employees unable to report to work due to adverse weather conditions will be required to either make up the time or use available leave (holiday, lieu, or vacation time), or other pre-agreed upon alternate arrangement.

### **Part-Time Employees**

- Hours of work for part-time positions are determined by the Supervisor and approved by the Department Head.
- Part-time employees are entitled to meal periods and rest breaks in accordance with their scheduled shift, the ESA, and any applicable collective agreement.

### **Casual Employees**

- Casual employees are scheduled on an as-needed basis and have no guaranteed hours of work.
- Casual employees are entitled to meal periods and rest breaks based on the length of their scheduled shift, in accordance with the ESA and any applicable collective agreement.

### **Privacy& Disclaimer**

Employee scheduling, attendance, and leave records will be managed in accordance with the ESA, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and other applicable legislation. This policy does not override statutory entitlements, collective agreements, or employment contracts.

### **Records**

- Supervisors are responsible for maintaining accurate records of employee schedules, breaks, attendance, and approved leave in compliance with Ontario legislation.
- Human Resources is responsible for maintaining all flex work, work-from-home, and other special arrangement agreements, including any supporting documentation or contracts.

**Violations**

Failure to comply with this policy may result in corrective or disciplinary action, up to and including termination of employment, in accordance with municipal policies and applicable law.

**Review and Updates**

- This policy will be reviewed every five years, or sooner if required due to legislative changes, operational needs, or organizational direction. Updates will be approved by the Chief Administrative Officer.