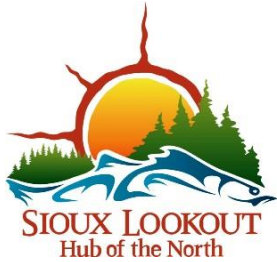


Management Flex Days



The Municipality of Sioux Lookout Human Resources Policy

Section:	Personnel		
Policy No:	2026-HR-27	Date:	January 1, 2026
Approved by:	CAO	Repeal:	

Purpose

The purpose of this policy is to:

- Acknowledge the additional workload and availability requirements of management staff.
- Provide a consistent approach to additional time off for management personnel.
- Ensure equity and clarity regarding the allocation and use of Management Flex Days.
- Ensure administration of Flex Days complies with Ontario employment and human rights legislation.

Policy Statement

The Municipality of Sioux Lookout recognizes that management staff are required to work extended hours, attend evening and weekend meetings, and remain available to employees outside of regular work hours. To acknowledge these additional demands, the Municipality provides Management Flex Days, which are additional paid days off to be used within a defined period. Flex Days are time-limited and will expire if not taken within the applicable timeframe.

Scope

This policy applies to:

- All members of the Senior Management Team (Department Heads and those designated as Senior Management).
- All members of Middle Management Team.
- This policy does not apply to junior management, unionized employees, or non-management staff.

Definitions

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

Term	Definition
Senior Management Team (SMT)	Department Heads and others designated as senior municipal leadership.
Middle Management	Supervisory managers who are not part of the Senior Management Team and others designed as middle management leadership.
Management Flex Day	A paid day of leave provided under this policy, separate from vacation, lieu, statutory leave, or other entitlements. Flex Days are time-limited, non-cumulative, and will expire if not taken within the designated period.

General Provisions

Members of the Senior Management Team are entitled to one (1) Management Flex Day per month, to be used by the end of the applicable quarter. Any unused days will expire at the end of that period.

Members of Middle Management are entitled to one (1) Management Flex Day every two (2) months, to be used within that two-month period. Any unused days will expire at the end of that period.

Management Flex Days are non-cumulative, non-transferable, and cannot be combined, nor combined with vacation or other leave. They cannot be carried over, banked for later use, or paid out under any circumstances.

Flex Days may be taken at any time and do not require advance scheduling but must be reported to the immediate supervisor in accordance with call-in procedures.

Flex Days must be recorded as regular time on employee timesheets.

Privacy& Disclaimer

Flex Day usage will be treated the same as regular attendance information and maintained by the Executive Assistant, as directed by the CAO.

Flex Days are a municipal benefit provided in recognition of management duties and are not vacation days, public holidays, or any other leave entitlement under the Employment Standards Act, 2000.

Flex Days do not accrue and will not be paid out upon resignation, retirement, or termination of employment.

Flex Days will be administered fairly and consistently, in compliance with the Ontario Human Rights Code.

The Municipality reserves the right to amend or discontinue this policy at its discretion, subject to applicable employment law.

Records

Supervisors are responsible for ensuring Management Flex Days are properly reflected on employee timesheets.

Supervisors are responsible for ensuring the employee use of Management Flex Days has been reported to the Executive Assistant for tracking purposes.

Flex Days are not maintained in a leave bank and are not separately accumulated.

Violations

Failure to follow reporting requirements for Management Flex Days may result in denial of the request.

Abuse or misrepresentation of the use of Management Flex Days may result in disciplinary action, up to and including termination of employment.

Any conflicts or disputes regarding Flex Days will be resolved by the supervisor in consultation with the CAO or Human Resources, consistent with the principles of this policy.