

## PATHWAYS ABILITIES SOCIETY

### **POLICY: CASUAL SHIFT CALL-IN**

**Applies to:** All Personnel

#### **POLICY**

On the first (1<sup>st</sup>) 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 (1<sup>st</sup>) business day following.

Employees must submit their availability for the months of July/August by June 1<sup>st</sup> and for the months of December/January by November 1<sup>st</sup>. If the day of submission falls on a weekend or statutory holiday, casual employees may submit 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.

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.

#### Effective/Revision Date

November 25, 2002  
April 28, 2003  
September 12, 2011  
November 23, 2012  
August 1, 2013  
February 22, 2016  
May 13, 2019

#### Board Approval

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