

	Title: Employee Handbook	Page: 1 of 1
	Section: 2.2.0 Payroll	Date: January 31, 2017
	Policy: 2.2.2 Hours of Work	Replaces: April 11, 2015

- 2.2.2.1 Hours of work are any period of time within a 24-hour period, 24 hours a day.
- 2.2.2.2 The employee is entitled to non-paid lunch periods in accordance with the provisions of the Employment Standards Act.
- 2.2.2.2.1 All employees that work 6 hours or more will be deducted a 30 minute lunch break from their paycheck each work day, or every 8 hours shift if work double shift back to back.
- 2.2.2.2.2 Exception: If an employee is caring for two (2) clients at the same time only one lunch break will be deducted.
 - a. 4 hours, 15 minute authorized break
 - b. 6 hours, 30 minute authorized break
 - c. 7.5 hours or more, 1 hour authorized break
- 2.2.2.3 The employee may be expected to work extra hours, if no other staff is available to cover next shift or during weather emergencies.
- 2.2.2.4 Employees must attempt to call the Scheduler by contacting the (888) 810 - 8652 x 109 or 113. Employee must leave a voicemail in order for the Employee not to be considered a No Call or NO Show.
- 2.2.2.5 If Employee becomes sick or has a family emergency the employee must contact the office during normal business hours and request to speak to the "Scheduler" or the emergency number (888) 810 - 8652 x 109 or 113; to get a replacement. The employee must stay with the client until a replacement can come or the family member notifies the on-call manager that the employee may leave.
- 2.2.2.5.1 If in the case no replacement can be found the client will not be billed for non-serviced hours.

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel
Reviewed by Executive Board and approved by the Board 1/31/17
Reviewed by Compliance Officer and approved 1/25/17
All previous versions are obsolete