

# Variable Hours Application Form

Last revised: October 2021  
 Last reviewed: October 2021  
 Next review: October 2022

The application below should be used to notify the HRSC of an employee's Variable hours with Extended Leave arrangement.

Variable Hours of Work Arrangements are available to Permanent Full-Time employees pursuant to Article 10 of the PS/GE Collective Agreement. Under Article 10 the arrangement must be for a minimum of 3 months (i.e. 7 pay periods) and cannot extend beyond 12 months (i.e. 26 pay periods).

Under the variable hours of work arrangement the employee may either:

- Work reduced hours and receive a reduced rate of pay for that period of time (Employees must complete the [Job Share/Variable Hours Application Form](#)), or
- work full-time hours for a pre-arranged period, then take a period of leave from work for a pre-arranged period and receive a reduced rate of pay corresponding to the full period of arrangement. This full period of arrangement includes both the period of working full-time as well as the period of leave from work. The combined work and leave period is known as an **Extended Leave Period**. Salary for the entire period is reduced by a percentage equivalent to the percentage of time to be taken off. In all cases, the appropriate time must be worked before leave with pay can be authorized.

These types of arrangements must correspond to bi-weekly pay periods. The arrangement must commence on the first day of a two-week pay period and the leave time must be in two-week blocks.

Examples of Variable Hours with an Extended Leave Period for employees working a 5/4 pattern:

- ❑ Employee wants to reduce time by 50%. This employee would work for 26 weeks (13 pay periods) at full-time hours and receive 50% of salary, then take 26 weeks off with 50% of salary. The employee has worked 26 out of 52 weeks total.  $26/52 = 50\%$ .
- ❑ Employee wants to take 4 weeks off in a 16-week averaging period (approximately 1 month in a 4 month period). The employee works full-time hours for 12 weeks (6 pay periods) receiving 75% of salary and takes 4 weeks off with 75% salary over 2 pay periods. The employee has worked 12 out of 16 weeks total.  $12/16 = 75\%$ .

An employee in an approved Variable Hours Arrangement with an Extended Leave Period must abide by *Conflict of Interest Guidelines* and may not work for the Employer during the period of the leave.

<i>Please print</i>		
Name of Applicant _____	Employee No. _____	Work Telephone No. _____
Ministry _____	Branch/Division _____	Location _____
MIDAS Position No. _____	Occupation Code _____	Classification Level _____
<b>Variable Hours Period (including Extended Leave Period)</b>		
From _____ DD/MM/YYYY	To _____ DD/MM/YYYY	For _____ Total Weeks
No. of weeks to be worked at full time hours: _____ (even #s only corresponding with bi weekly pay)		
No. of weeks to be taken off: _____ (even #s as above)		
Percentage of salary to be paid over the entire Variable Hours Period _____% (weeks worked divided by Total weeks in entire Variable Hours Period)		
Options for Group Life Coverage: I choose: <input type="checkbox"/> Full Coverage <input type="checkbox"/> Pro Rata Coverage		
I have read and I agree to the terms and conditions regarding variable hours of work arrangements in accordance with Article 10 of the PSC/SGEU Collective Agreement:		
Signature of Applicant _____	Date _____	
<b>To be completed by Applicant's Supervisor/Manager</b>		
<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended		
Signature of Supervisor/Manager _____	Date _____	Telephone No. _____
Comments: _____ _____		
<b>To be completed by Branch Head or designate</b>		
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved *		
Signature of Branch Head or Designate _____	Date _____	Telephone No. _____
Comments: _____ _____		

**Process for Leave with Variable Hours with Extended Leave Request:**

- Applicant completes application and submits to his or her supervisor/manager for signature/approval.
- Supervisor/manager determines whether this arrangement would be operationally feasible, and forwards his or her recommendation to the Branch Head or designate. The Branch Head or designate approves or denies the request.
- Approved applications are forwarded to the Human Resource Service Centre, who will notify the SGEU by forwarding a copy of the approved application. The Ministry may process with the Variable Hours with Extended Leave arrangement.
- \* A denial of request shall be provided to the employee in writing by the manager outlining the rationale.