

	Title	Hours of Work Policy
	Policy #	Staff – 11.2
	Draft Date	December 1, 2019
	Approved Date	March 31, 2020
	Revised Date	
	Owned By	Executive Committee

## 1.0 OVERVIEW

This policy applies to all employees of AMHA.

## 2.0 POLICY

- 2.1 AMHA's regular work week consists of 37.5 working hours per week. AMHA has a responsibility to the membership to be available during its designated hours of Monday to Friday 8:30am to 5:00pm.

A typical 7.5 hour working day is as follows:

Start Time (arrival at the office)	8:30am
Lunch Break (unpaid)	12:00-1:00pm
End Time (departure from the office)	5:00pm

- 2.2 In accordance with employment standards, for a 5 hour or longer shift, AMHA must also provide at least a 30-minute break. All employees are granted up to a 1-hour unpaid lunch break each day. Each working day may therefore be comprised of 7.5 working hours plus a 1-hour unpaid break for a total of an 8.5 hour day. An employee who chooses to not take an unpaid lunch break may take up to 30 minutes of other paid breaks.
- 2.3 AMHA does not pay for travel time to/from the office from the employee's place of residence on regular workdays.
- 2.4 Positions are not eligible for overtime however, employees are eligible for time in lieu provided it is approved prior to being incurred by the Executive Committee.
- 2.4.1 AMHA staff will get time in lieu for attending mandatory evening or weekend meetings or events.

- 2.4.2 For other instances when an AMHA staff is required to work overtime, i.e. Evaluations, emergency issues that arise on weekends, etc. they should confirm with a member of the EC beforehand to get the time in lieu approved.
- 2.5 In accordance with Alberta Employment Standards, the total number hours worked by an employee in any one day may not exceed 12 hours.
- 2.6 Statutory holidays will be followed as per Alberta Employment Standards general plus optional days. (11 days/year)
- 2.7 Days when the Ron Ebbesen Arena is physically closed, like days before and after Christmas and during July, will be paid days off and will not count towards the employee's vacation allowance.
- 2.8 Employees will receive an annual paid vacation based on length of service from their anniversary hire date.
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|--------------------|---------|
| Up to 5 years      | 2 weeks |
| 5 to 10 years      | 3 weeks |
| 10 to 15 years     | 4 weeks |
| 15 to 20 years     | 5 weeks |
| More than 20 years | 6 weeks |
- 2.9 If Employees do not use their full Vacation entitlement, they will be paid out for their applicable Vacation allowance at the year-end based on an employee's wages paid for work at the time of payout.