

Manual of Administration

TOPIC: Human Resources	SUBJECT: Minimum Hour Requirement for Casual Support Workers	Code: HR138
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PURPOSE: To outline the minimum hour requirement for Casual Support Workers.

Article 17.05 (h) & (i) of the Collective Agreement:

17.05 An employee's seniority rights shall be lost and employment terminated when:

- (h) Casual employees (hired after October 1, 2011) who have not worked a minimum of forty five (45) hours in total during three (3) consecutive months in a support situation unless on an approved leave. Mandatory training, supervisory and team meetings shall not be considered having worked.
- (i) Casual employees (hired before October 1, 2011) who have not worked a minimum of eighteen (18) hours in total during three (3) consecutive months in a support situation unless on an approved leave. Mandatory training, supervisory and team meetings shall not be considered having worked.

Casual Support Workers who are unable to meet the minimum requirement may apply to the Executive Director in writing for a leave of absence.