



## COMPRESSED WORK WEEK SCHEDULE

<b>Name:</b>	<b>Division:</b>
<b>Supervisor:</b>	<b>Group:</b>
<b>Eligible Employee Category (Staff):</b>	<input type="checkbox"/> Technician <input type="checkbox"/> P&S

Core hours are between 9:30am and 3:00pm, and work schedules, with the exception of those employees working shifts, should be selected to ensure that you are at TRIUMF during these hours. Starting times may commence as early as 7:00am and as late as 9:30am. (Exceptions are on a departmental needs basis and for those working shifts). Employees are entitled to take two 15 minute paid rest breaks each day, one in the morning and one in the afternoon. Unused breaks are not intended to reduce the daily hours of work. Lunch breaks are 60 minutes, or, depending on your work schedule, 30 minutes. Hours of work are “Exclusive” of the lunch break.

**Eligible\* employees may apply to work a compressed work week. Approval is based on operational requirements, and must be signed by the Supervisor and reviewed annually for continuation.** (\*Refer to Hours of Work Policy No.8)

### Compressed Work Week Schedules

Nine-day Fortnight

<b>Eligible Technicians</b> – 1) eight 8.25 hr days and one 9 hr day; OR 2) nine 8.33 hr days = Total 75 hours									
1) 8 + 1	Start time:		End time:		2) 9 = days	Start time:		End time:	
<b>OR, by special approval only – 4 day work week (ie..machine shop) Suggested 7 x 9.5 hrs + 1 x 8.5</b>									
8 day fortnight	Start time for first 7 days		End time for first 7		Start time for eighth day		End time for eighth day		

Nine-day Fortnight

<b>Eligible Admin or P&amp;S Staff:</b> nine 7.77 hour days (*See policy 8 for eligibility details) = Total 70 hours			
<b>Start time:</b>		<b>End time:</b>	

<b>Elected Day Off:</b>	<input type="checkbox"/> Monday or <input type="checkbox"/> Friday of 1 <sup>st</sup> week <input type="checkbox"/> or 2 <sup>nd</sup> week <input type="checkbox"/>
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**HOURS OF WORK ARE “EXCLUSIVE” OF THE LUNCH BREAK**

#### Lunch Break:

30 minutes  or 60 minutes

*Note:*

**For employees working a rotating shift, flex-time is not an option (non-eligible)**

<b>Employee Signature:</b>		<b>Date:</b>	
<b>Approved by Supervisor:</b>		<b>Date:</b>	