



# Rolling River School Division

## ADMINISTRATIVE PROCEDURE

### EG – SCHOOL DIVISION OFFICE HOURS

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The Division Administration Office hours are 8:30 a.m. to 12:00 noon and 1:00 p.m. 4:30 p.m. Monday to Friday except during the “summer holiday” and “spring break” period when the office may close at 4:00 p.m.

To make a four-day work week in the summer months (July & August), subject to supervisory approval, Division Administration Office staff may bank additional hours during the school year to a maximum of eight banked days, such that an employee’s banked days plus accumulated vacation days do not exceed a total of thirty-five days. The four-day summer work week is approved provided that employees in a department stagger the days off and the Division office remains open for 5 days a week. Department Supervisors are responsible to manage and maintain appropriate operational coverage in their department during the four-day work week.

Other Division Offices (*Transportation, Maintenance, Information Technology*) may work an adjusted schedule during the “summer holiday” and “spring break” periods within the parameters of the Manitoba Employment Standards Code and subject to approval of the Secretary-Treasurer.

Each year the school division offices will close on December 24<sup>th</sup> at noon and remain closed until January 1<sup>st</sup>.

1. Each year the Secretary-Treasurer, in consultation with the Superintendent, will establish and communicate to Division Office supervisors and employees, the start and end date of the period for summer hours and four-day summer work weeks, for the upcoming summer period.
2. Department Supervisors will manage and maintain an appropriate and accountable system to track hours banked to be applied to the summer four-day work weeks.

Department Supervisors will manage and maintain an employee summer schedule that ensures appropriate operational coverage in their department during the summer period.

**Date Adopted:** April 22, 2004  
**Date Reaffirmed:** October 24, 2007  
**Date Revised:** January 18, 2012  
**Date Reaffirmed:** January 18, 2017  
**Date Revised:** September 19, 2018  
**Date Reaffirmed:** October 5, 2022