

519 Hours of Work, All Staff

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Effective: August 2019

The normal operating hours of the University are Monday to Friday, 8:30 am – 4:30 pm.

The normal work week is thirty-five (35) hours per week, based on a five (5) day work week coinciding with the University's normal operating hours. The calculation of daily and weekly hours worked are inclusive of two (2) fifteen minute paid breaks, excluding the unpaid meal break (30 or 60 minutes, employee group specific).

The operating hours and work week may vary by unit or department based on normal operating requirements. By way of example some operations require employees to work thirty seven and one half (37.5)/forty (40) hour work weeks, rotating/cyclical shift schedules, or hours outside of the University's normal operating hours.

Human Resources should be consulted in advance of any significant alterations of employee work schedules.

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