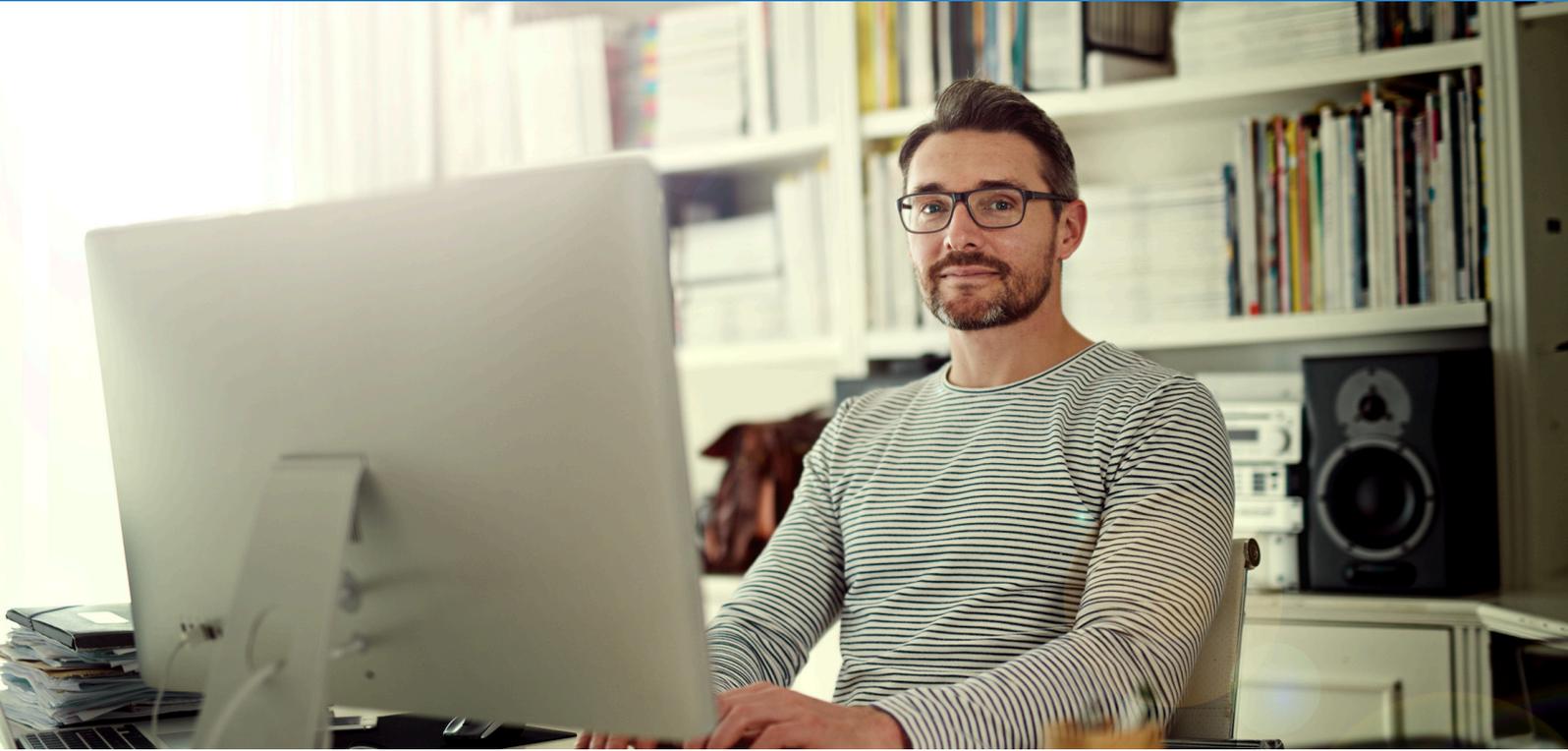


Averaging Hours of Work



What is it?

Averaging hours of work involve averaging agreements or plans work more to "bank" the time for the future, which can be taken as time off. This is best for employees who work non-standard hours (e.g., workers on 12-hour shifts). Typically, employees keep averaging to two weeks or else it may be hard to keep track of the time. Depending on the province, organizations with employees under such agreements must pay overtime pay.

How it works

If employees need to take time off for familial responsibilities or appointments, they can make up their time. Alternatively, for those employees who work more hours during the peak season, they can bank their hours to take off time in the future. However, this kind of agreement cannot be done permanently and depending on the province or whether someone is unionized or not, the agreement must have an expiry date. For example, in Ontario, non-unionized employees with this type of agreement must be a maximum of two years.

Tips and Tricks

- Ensure you keep clear records of hours worked especially if your workplace does not have timesheet software or submission requirements.
- While keeping a specific schedule is optimal, this isn't always possible as sometimes it depends on customer demands and workloads. It is important to plan and ensure that anyone taking over your work during your times off is clearly outlined and assigned.

How to Plan your Commute

- Can help with commuting off-peak hours which will reduce congestion and sitting in traffic.
- Depending on where and when you are working, especially during long days, consider whether there are public transit options available as availability may be limited during very late or early hours.

