



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## HUMAN RESOURCE POLICY

### **3.0 HOURS OF WORK** **3.03 VARIABLE HOURS OF WORK**

#### **Purpose**

To enable eligible employees to voluntarily reduce their hours of work to accommodate lifestyle demands and interests.

#### **Application**

This policy applies to all employees in permanent full-time positions who have successfully completed a probationary period.

#### **Policy**

This policy will allow an employee to voluntarily reduce their hours of work to a minimum of 50% of their regular full-time hours for their position. In contemplating variable hours of work, the employee and their supervisor must ensure a plan is in place to ensure the regular workload for the position is maintained. All variable hours of work arrangements require the approval of the Commissioner.

#### **Approvals**

Employees and their supervisors must mutually agree on the reduced level, which is subject to approval by the Commissioner. The variable hours of work term must be a minimum of three months to a maximum of twelve, subject to renewal. Employees should give their supervisor one month's notice of their request to renew the variable hours of work arrangement, or their request to terminate the variable hours of work arrangement. An employee must complete the Variable Hours Application form.

**Note:** for more information please see the IPC Guidelines for Policy 3.03 Variable Hours of Work.

## **Authority**

*The Freedom of Information and Protection of Privacy Act, section 43.1*

## **Influencing Sources**

Legislative Assembly Service Human Resource Policy 3.4

Public Service Human Resource Manual: Section 709

IPC Policy 3.05 Flex Time

IPC Guidelines for Policy 3.03 Variable Hours of Work