



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## HUMAN RESOURCE POLICY

### 3.0 HOURS OF WORK

#### 3.04 REDUCED HOURS OF WORK - INCOME AVERAGING

##### **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**

The Variable Hours of Work Policy allows employees to voluntarily reduce their hours of work to accommodate lifestyle demands and interests. Another option available to employees to voluntarily reduce their hours of work is “income averaging”. Income averaging will allow employees to work full-time hours for a pre-arranged period and receive a reduced rate of pay corresponding to an agreed-upon period of time away from work. Employees retain permanent status and will have access to benefits normally available to permanent employees and benefits on a prorated basis, where appropriate. All Income Averaging arrangements require the approval of the Commissioner.

##### **Approvals**

Employees and their supervisor must mutually agree on the income averaging arrangement, which is subject to the approval of the Commissioner. Employees will complete the Income Averaging Form found on the Public Employees Benefits Agency at [http://www.peba.gov.sk.ca/fileadmin/storage/peba/benefits/DSL/Forms/application\\_form.pdf](http://www.peba.gov.sk.ca/fileadmin/storage/peba/benefits/DSL/Forms/application_form.pdf).

The Commissioner retains final authority to end, suspend or delay an income averaging arrangement in the event of unforeseen circumstances which necessitate the return of the employee to the workplace.

**Note:** for more information please see IPC Guidelines for Policy 3.04 Reduced Hours of Work – Income Averaging.

### **Authority**

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

### **Influencing Sources**

Legislative Assembly Service Policy 3.7

Public Service Human Resource Manual: Section 709-1

IPC Guidelines for Policy 3.04 Reduced Hours of Work – Income Averaging