

## **WORK SCHEDULE AND REPLACEMENT**

### **Work schedule**

Shifts are decided according to the needs of the parents. The shifts are chosen following a "consensus" meeting between the 5 educators, who are in charge of a group. If there is no consensus, the management will decide how to operate in order to be fair with all. Shifts cannot be exchanged between employees for certain days, except for a major reason and with the approval of management. The educators responsible for a full-time group work a 9 out of 10 day schedule. Every 2 weeks, there will be a fixed day of unpaid leave. The fixed day off cannot be exchanged between employees for certain days, except for a major reason and with the approval of management.

### **Replacement procedure**

The educators must not feel uncomfortable to be replaced; it is their right to use their health/sick days. We also do not want the replacement employees to feel disrespected by being called late at night or early in the morning at the last minute. It is the responsibility of management to efficiently ensure that replacement and everyone it concerns feels comfortable with the procedure.

However, we ask that the employees cooperate by giving us the necessary tools in order to make the job easier. The tool is time.

### **Replacement for health/sick days:**

- If the employee knows in advance; a request is made to the Director so that he/she can foresee the shift to be replaced and contact the replacement person.
- When an absence is requested, it is automatically a health/sick day, unless told otherwise.
- If the request is last minute, during opening hours of the daycare, the request is made with the Director or if they are absent, the head teacher.
- Outside opening hours, the Director is called at home and/or on their cell phone and a message is left at both places.
- If the Director is on vacation, the head teacher is called and they will see about a replacement person.
- If both are absent, which will be rare and for a short period of time, the employees will organize themselves to call the replacement person themselves.
- Before the Director and the head teacher leave, the scenarios that are envisioned are suggested to the educators that will be at work to facilitate replacement (ex.: Who to call? Will there be less children?, etc...)
- The person must call as soon as possible or at least 1 1/2 hours in advance. This will give a sufficient amount of time to call replacements or if they are not available, permits the director to get to the daycare to do the replacement herself.

- If not, they will come into work until a replacement is found and is present at the daycare to replace.
- If the employee or their children do not feel good and are not sure if they will be able to be present the next day, the person responsible can be made aware and a replacement person can be notified in advance.
- For other work schedules foreseen in the day, a call can be made before the lunch hour. This permits us to proceed with a replacement to cover necessary ratio.

### **Change of employee working from one facility to another within the same ECC:**

When a contract position is available in either facility, the position is posted internally within the ECC. All employees may apply for the position. However, a person who already has a permanent position at one facility and decides to take the contract at the other facility cannot keep his permanent position in reserve during this period. The reason for this is to maintain a higher level of stability for the children, the parents and the team.