

## STATEMENT OF POLICY AND PROCEDURE

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Reviewed 2024-09-23 | Revised: 2024-11/29 | **Effective: 2017/05/13**

### SECTION 1 - 1.G

#### HOURS OF WORK

1. The regular work week at Northern Lights Library System (NLLS) is 35 hours for all full-time employees. Daily and weekly schedules may vary from time to time, and diversification in work schedules may be required to meet changing conditions. The Executive Director reserves the right to alter hours of work to meet the needs of the organization.
2. Regular hours of work will be from 8:30 a.m. to 4:30 p.m., Monday to Friday. Employees will be entitled to a minimum of a thirty (30) minute break within every five (5) hour work period. If the employer and employee agree, breaks can be taken in two (2), fifteen (15)-minute installments. (See Alberta Employment Standard).
3. Alternative regular work schedules must be authorized in writing by the department manager and Executive Director.
4. NLLS does not pay for one (1) hour lunch.
5. NLLS recognizes that management will often work excess hours to fulfill the roles and responsibilities of their positions. Greater financial compensation on the salary grid for their levels, more vacation benefits, and a flexible work schedule are considered suitable compensation for their extra time.
6. Timesheet Payroll Policy – all Employees
  - a) Timesheets must be submitted online in accordance with payroll schedules as established by the Executive Director.
  - b) The Executive Director's timesheet will be subject to a regular review by the Board Chair, or in their absence, the Vice Chair.
  - c) Management will approve the timesheets of their direct reports in accordance with payroll schedules. The Executive Director or Finance Officer will approve timesheets in the absence of department managers.
7. Time off authorization
  - d) Time off requests must be submitted in advance, approved by management, and tracked to verify leave balances.
  - e) Employees are required to update communication tools to reflect time away.
  - f) Executive Director leaves will be authorized in writing by the Board Chair, or in their absence, the Vice Chair.
8. Absenteeism
  - g) Employees shall be subject to the Performance Management policy if they are absent or late without authorization for three (3) occurrences in a twelve (12) month period.

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**NLLS Executive Board Chair**

November 29, 2024

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**Date of Approval**