

### We'rrre Baack!

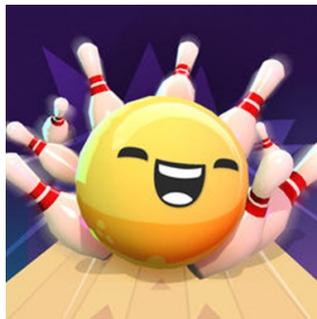
Can you believe it is already all over? Summer holidays have come and gone and we are already back at work. We all hope that you had time to enjoy yourselves and get a bit of rest. The next ten months are going to be busy ones for all APPA members: support staff party at the end of September, elections in October, first meetings to talk about the upcoming negotiations of our collective agreement, general assembly for health insurances, holiday party in December, more meetings for the upcoming negotiations, APPA Convention in February and other events which will be announced when the dates are determined.



In order to ease into this new school year, we thought it would be good to review a few of the main questions we are frequently asked at this time of the year such as: lunch and health breaks; changes in my work schedules; personal leave of absence day; extended leave of absence without pay; compensation for travel time; and finally APPA's Appreciation Party for Support Staff at the end of September.

### APPA's Welcome Back Bowling Night Party

Come and join the fun! Be part of an exceptional evening that is being organised to acknowledge the hard work done by our members. To underline the National Support Staff Day, the APPA is fostering a Bowling Night at the Darling Bowling Alley: <http://www.darlingbowling.com/>



The evening will include: lots of fun, a free meal/drink and attendance prizes.

Fill in your participation form quickly as places are limited for the number of bowlers who can play during the evening. To register, simply go to the APPA website and fill in the form: [www.appa.qc.ca](http://www.appa.qc.ca). Deadline to register is September 20th, 2018. We will let you know if your team will play.

However, even though you may be bowling, everyone is welcome to come to mingle, eat and have fun during this evening in your honor.

Teams will be composed of a maximum of 8 players. If you can't find 8 players, don't worry send in your form with the names of your co-bowlers and we will team you up with other players!

Hoping to see you there,  
Members of the Union Life Committee

### Lunch & Health Breaks

Lunch break: Employees often want to know what the collective agreement says about lunch hour. In fact there is nothing in the collective agreement that defines the length of time that should be set aside for a lunch break. However, the Quebec Labour Standards (la Commission des Normes du du a Travail) stipulate that an employee is entitled to a minimum of a half-hour unpaid lunch period after five consecutive hours of work. Furthermore, an employee cannot choose to not take a lunch period and shorten his or her work schedule.



Breaks break: An employee is entitled to fifteen (15) minutes of paid rest per half-day of work, taken midway through the period. For the purposes of the application of the preceding paragraph, an employee is entitled, as the case may be, to:

- One (1) fifteen (15) minutes paid rest period per work period lasting three (3) hours or more;
- Two (2) fifteen (15) minutes paid rest periods for each work period exceeding six (6) hours;
- One (1) additional fifteen (15) minutes paid rest period per period of work of more than three (3) hours extending beyond seven (7) hours, but only if it has been decided that the employee will work a minimum of three (3) additional hours. In such a case, the rest can be taken at the beginning of the work period.

### Personal Leave of Absence Day

Article 5-3.45 of our collective agreement states:

Any employee on automatic payroll can use, subject to the provisions of the following paragraph, up to two (2) days per year for personal matters provided that he or she gives the board (principal)\* an advance notice (preferably written)\* of at least twenty-four (24) hours.



This request cannot be denied by your superior provided that you inform him/her 24 hours ahead of time.

The days thus used shall be deducted from the credit of seven (7) redeemable days obtained by application of the first paragraph of clause 5-3.39 and, after using up such days, they shall be deducted from the other redeemable days credited to the employee.

The leave of absence for personal matters must be used on a half-day or full-day basis.

(\* ) added to original collective agreement text

## Work Schedules

Your superior can indeed adjust your work schedule, however, the following steps must be taken, depending on the adjustment to be made, which is where clause 8-2.07 and 8-2.08 of the collective agreement come into play.

Let us begin with 8-2.07, which are those schedule adjustments which are within a sixty (60)-minute span before or after your regular workday. Your work schedule may be adjusted upon a ten (10)-working day written notice to you and the union. The adjustment must also meet the following criteria: it cannot be changed more than twice a year; you must be consulted and informed of the reasons for the change, before the schedule is adjusted; and finally, if only one employee within a work team in the same class of employment must be affected by the adjustment, the employee on that team with the least seniority is required to accept it.

Those schedule adjustments outside of the sixty (60)-minute span are covered by 8-2.08, whereby the Board may alter existing schedules, upon written agreement between the union and the Board. However, the Board may change a schedule outside the sixty (60) minute span if administrative or pedagogical needs make the changes necessary. The Board shall give the union and employee concerned a written notice of at least thirty (30) days before implementing the new schedule. As well, the employee concerned or the union, within thirty (30) working days of the sending of the written notice, may contest, if it is felt the changes were not necessary. When the (arbitration) roll is prepared such a grievance is given hearing priority. Unless there is a written agreement to the contrary between the Board and the union, no change may have the effect of imposing split shifts on the employee. Lastly, should the change in the work schedule cause an employee who is working the day shift to transfer to the evening shift, the Board shall assign the evening shift to the employee with the least seniority in the same class of employment or, where applicable, in the same sector of activities in the same office, department, school or center, unless there is written agreement between the Board and the union. The employee must meet the specific requirements of the position.



## Did You Know?

According to our collective agreement (clause 6-5.00), an employee who is required to travel for work purposes (i.e. workshop, training session, etc...) shall be deemed at work during the travel time and the expenses actually incurred for this purpose shall be reimbursed according to the EMSB policy named "reimbursement of expenses" which can be found on the EMSB website: [http://www.emsb.qc.ca/emsb\\_en/pdf\\_en/governance\\_en/BoardPolicies/FinancialServices/2015-01--FS-10.pdf](http://www.emsb.qc.ca/emsb_en/pdf_en/governance_en/BoardPolicies/FinancialServices/2015-01--FS-10.pdf)

As such if your immediate superior or a Board administrator requires you to attend a workshop / conference / meeting, outside of your normal place of work you are to be considered at work during the travel time from your normal place of work to the location of the workshop/conference/meeting. If you are required to return back to your school to complete your work shift, the travel time is also to be calculated as part of your working hours.



## Extended Leave of Absence Without Pay

Any regular APPA employee wanting to take a leave of absence without pay for a period of less than 12 months must submit their request by writing to Ms. Marie-Claude Drouin, Assistant Director Human Resources (support staff dossiers), and specify the reasons motivating their request.



Once submitted, it will be evaluated and either a positive or a negative response will be returned to you. If you received a positive answer, you will be informed of any other paper work that must be done before, during or just before your return from your leave of absence without pay. However, if you received a negative response from Human Resources and decide to go forward with your plan, a number of disciplinary measures can be taken by the School Board including cutting your link of employment with them.

Please be aware, if you were granted a leave and you use it, "for purposes other than those for which you obtained it shall be considered as having resigned as of the beginning of your absence (art. 5-10.06)".

**General Assembly - APPA Elections**  
**Thursday, October 11<sup>th</sup> at 7 p.m.**  
**Le Plateau School Auditorium**  
**3700 Calixa-Lavallée Avenue**

**Complete information on our website**  
**at [www.appa.qc.ca](http://www.appa.qc.ca)**



# ENSEMBLE!

Find us online at [www.appa.qc.ca](http://www.appa.qc.ca)

Readers' opinion: [ensemble@appa.qc.ca](mailto:ensemble@appa.qc.ca)

