

REQUEST FOR WORK TIME ARRANGEMENT
4-DAY WORK SCHEDULE

A – DESCRIPTION

The "4-Day Work Schedule" is defined as, on the one hand, an increase in the number of hours worked per day and, on the other hand, a decrease in the number of days worked per week, while totaling thirty hours (30), thirty-two hours (32h), thirty-three hours (33h), thirty-four hours (34h), thirty-five hours (35h), thirty-six hours (36h) depending on the position held and in accordance with the terms provided in Appendix 4 (APTS), Appendix P (CSN), Appendix L (SCFP) Appendix 8 (FIQ) of the national provisions, and Appendix O (SNS directory). The 4-day schedule aims to reduce the number of workdays in a week.

| Nbr of hours in regular work week (as per hours of position) | Nbr of hours of the 4-day work schedule | Distribution of work hours/day for the 4-day work schedule |
|--|---|--|
| 32,5 h (SNS and CSN) | 30 h | 7,5 h/day |
| 35 h | 32 h | 8 h/day |
| 36,25 h | 32 h | 8 h/day |
| | 33 h | 8,25 h/day |
| 37.50 h | 33 h | 8,25 h/day |
| | 34 h | 8,5 h/day |
| 38.75 h | 34 h | 8,5 h/day |
| | 35 h | 8,75 h/day |
| 40h (IPS+IT services Only) | 36h | 9h /day |
| 40 h | 35h | 8,75 h/day |
| SCFP | 36 h | 9 h/day |

This arrangement is available to employees holding a **regular full-time position**.

The chosen model, its duration, and its application terms must be agreed upon between the employee and the employer.

Employees benefiting from a deferred salary plan are not eligible for the 4-day schedule during the duration of their plan, except if they take leave at the end of their deferred salary leave plan.

Statutory holidays can be reduced from a minimum of 8 days to a maximum of 11 days, and the maximum number of annual sick leave days is reduced from 9.6 to 5 days.

You must choose, from the list of statutory holidays to be retained by site attached to this form, the statutory holidays you wish to keep, between 2 and 5, depending on the desired compensation index. **PLEASE FILL IN:**

| Compensation Index | Reduction in Sick Leave Days | Reduction in Statutory Holidays | Nbr of holidays to keep | Your choice |
|--------------------|------------------------------|---------------------------------|-------------------------|--------------------------|
| 6.0 % | 4.6 sick leave days | 11 statutory holidays | 2 | <input type="checkbox"/> |
| 5.5 % | 4.6 sick leave days | 10 statutory holidays | 3 | <input type="checkbox"/> |
| 4.9 % | 4.6 sick leave days | 9 statutory holidays | 4 | <input type="checkbox"/> |
| 4.3 % | 4.6 sick leave days | 8 statutory holidays | 5 | <input type="checkbox"/> |

Annual leave benefits are established proportionally to the new work duration:

| | OLD SCHEDULE | 4-DAY SCHEDULE |
|-------------------------------|--------------|----------------|
| Less than 15 years of service | 20 days | 16 days |
| 15 years of service | 21 days | 16,8 days |
| 16 years of service | 22 days | 17,6 days |
| 17 years of service | 23 days | 18,4 days |
| 18 years of service | 24 days | 19,2 days |
| 19 years and more of service | 25 days | 20 days |

Please note that, if you obtain a new position, this work time arrangement will automatically end, and you will need to submit a new request, which will be processed according to the current criteria.

Some work time arrangements may affect eligibility for certain premiums, which require that the number of hours provided in the nomenclature is not reduced.

This work time arrangement is granted considering seniority.

Time and a half pay for a shift change scheduled within a 16-hour interval is not applicable if the employee does not respect this interval in order to benefit from a working time arrangement.

The 4-Day Schedule has a minimum duration of one (1) year and is automatically renewed annually under the same terms, unless the employer or the employee terminates it with a **written notice of 60 days**.

Transitional provisions when granting a 4-day schedule:

- Accumulated and unused annual leave days
Any balance of annual leave days is established proportionally to the new work duration, i.e., 4/5. Therefore, the number of annual leave days is converted according to the new work schedule, but the number of weeks of annual leave remains the same.
- Accumulated and unused statutory holidays
The employee retains accumulated public holidays. If the holiday is taken while the employee is subject to the new schedule, the employee receives the same remuneration as if the holiday had been taken before being subject to the new schedule.
- Sick leave days
Accumulated sick leave before the employee is subject to the 4-Day Schedule is converted into hours based on the regular workday of the normal schedule.

B - SECTION TO BE COMPLETED BY THE EMPLOYEE

I _____, employee number _____, hereby request to benefit from this work time arrangement.

I have read and understand the terms of this work time arrangement and agree to comply with them for the authorized duration.

Employee's signature

Date

C - SECTION TO BE COMPLETED BY THE MANAGER

☐ **Request accepted****

The 4-day work schedule begins on a Sunday (*start of a pay period*) on _____ and ends on a Saturday on _____ (*one-year period*).

Current Schedule _____

New schedule _____

Manager's signature

Date

☐ **Request refused**

Reason for refusal : _____

Manager's signature

Date

** FOR MANAGER USE ONLY :

It is important to consult and complete the annex to the work time arrangement forms in addition to this form.

c.c

Clients Services

Payroll Services

Employee file

STATUTORY HOLIDAYS THAT YOU WISH TO KEEP - BY SITE

In the event of a discrepancy between the holidays on this form and those of Logibec, the latter (Logibec) shall prevail.

| Jewish General Hospital - 0010 | | Statutory holidays to keep National Day F-9 (compulsory) |
|--------------------------------|--|--|
| 1 | CANADA DAY - July 1 st | <input type="checkbox"/> |
| 2 | LABOR DAY – 1 st Monday of September | <input type="checkbox"/> |
| 3 | THANKSGIVING - 2 nd Monday in October | <input type="checkbox"/> |
| 4 | BOXING DAY - December 26 | <input type="checkbox"/> |
| 5 | CHRISTMAS DAY - December 25 | <input type="checkbox"/> |
| 6 | NEW YEAR'S DAY - January 1 st | <input type="checkbox"/> |
| 7 | GOOD FRIDAY | <input type="checkbox"/> |
| 8 | NATIONAL PATRIOTS' DAY - Monday before May 25 | <input type="checkbox"/> |
| 9 | ST-JEAN-BAPTISTE DAY - June 24 | <input checked="" type="checkbox"/> |
| 10 | ROSH HASHANA | <input type="checkbox"/> |
| 11 | YOM KIPPUR | <input type="checkbox"/> |
| 12 | NEW YEAR'S EVE - December 31 | <input type="checkbox"/> |
| 13 | PASSOVER | <input type="checkbox"/> |

| CSSS de la Montagne - 0030 | | Statutory holidays to keep National Day F-9 (compulsory) |
|----------------------------|--|--|
| 1 | CANADA DAY - July 1 st | <input type="checkbox"/> |
| 2 | LABOR DAY – 1 st Monday of September | <input type="checkbox"/> |
| 3 | THANKSGIVING - 2 nd Monday in October | <input type="checkbox"/> |
| 4 | BOXING DAY - December 26 | <input type="checkbox"/> |
| 5 | CHRISTMAS DAY - December 25 | <input type="checkbox"/> |
| 6 | NEW YEAR'S DAY - January 1 st | <input type="checkbox"/> |
| 7 | GOOD FRIDAY | <input type="checkbox"/> |
| 8 | NATIONAL PATRIOTS' DAY - Monday before May 25 | <input type="checkbox"/> |
| 9 | ST-JEAN-BAPTISTE DAY - June 24 | <input checked="" type="checkbox"/> |
| 10 | FLOAT 1 | <input type="checkbox"/> |
| 11 | Easter Monday | <input type="checkbox"/> |
| 12 | NEW YEAR'S EVE - December 31 | <input type="checkbox"/> |
| 13 | FLOAT 2 | <input type="checkbox"/> |

| Donald Berman Jewish Eldercare Centre- 0050 | | Statutory holidays to keep National Day F-9 (compulsory) |
|---|--|--|
| 1 | CANADA DAY - July 1 st | <input type="checkbox"/> |
| 2 | LABOR DAY – 1 st Monday of September | <input type="checkbox"/> |
| 3 | THANKSGIVING - 2 nd Monday in October | <input type="checkbox"/> |
| 4 | BOXING DAY - December 26 | <input type="checkbox"/> |
| 5 | CHRISTMAS DAY - December 25 | <input type="checkbox"/> |
| 5 | NEW YEAR'S DAY - January 1 st | <input type="checkbox"/> |
| 7 | GOOD FRIDAY | <input type="checkbox"/> |
| 8 | NATIONAL PATRIOTS' DAY - Monday before May 25 | <input type="checkbox"/> |
| 9 | ST-JEAN-BAPTISTE DAY - June 24 | <input checked="" type="checkbox"/> |
| 10 | ROSH HASHANA | <input type="checkbox"/> |
| 11 | YOM KIPPUR | <input type="checkbox"/> |
| 12 | FLOAT | <input type="checkbox"/> |
| 13 | PASSOVER | <input type="checkbox"/> |

| CSSS Cavendish - 0020 | | Statutory holidays to keep National Day F-9 (compulsory) |
|-----------------------|--|--|
| 1 | CANADA DAY - July 1 st | <input type="checkbox"/> |
| 2 | LABOR DAY – 1 st Monday of September | <input type="checkbox"/> |
| 3 | THANKSGIVING - 2 nd Monday in October | <input type="checkbox"/> |
| 4 | BOXING DAY - December 26 | <input type="checkbox"/> |
| 5 | CHRISTMAS DAY - December 25 | <input type="checkbox"/> |
| 6 | NEW YEAR'S DAY - January 1 st | <input type="checkbox"/> |
| 7 | GOOD FRIDAY | <input type="checkbox"/> |
| 8 | NATIONAL PATRIOTS' DAY - Monday before May 25 | <input type="checkbox"/> |
| 9 | ST-JEAN-BAPTISTE DAY - June 24 | <input checked="" type="checkbox"/> |
| 10 | FLOAT 1 | <input type="checkbox"/> |
| 11 | FLOAT 3 | <input type="checkbox"/> |
| 12 | NEW YEAR'S EVE - December 31 | <input type="checkbox"/> |
| 13 | FLOAT 2 | <input type="checkbox"/> |

| Donald Berman Maimonides Geriatric Centre - 0040 | | Statutory holidays to keep National Day F-9 (compulsory) |
|--|--|--|
| 1 | CANADA DAY - July 1 st | <input type="checkbox"/> |
| 2 | LABOR DAY – 1 st Monday of September | <input type="checkbox"/> |
| 3 | THANKSGIVING - 2 nd Monday in October | <input type="checkbox"/> |
| 4 | BOXING DAY - December 26 | <input type="checkbox"/> |
| 5 | CHRISTMAS DAY - December 25 | <input type="checkbox"/> |
| 6 | NEW YEAR'S DAY - January 1 st | <input type="checkbox"/> |
| 7 | GOOD FRIDAY | <input type="checkbox"/> |
| 8 | NATIONAL PATRIOTS' DAY - Monday before May 25 | <input type="checkbox"/> |
| 9 | ST-JEAN-BAPTISTE DAY - June 24 | <input checked="" type="checkbox"/> |
| 10 | ROSH HASHANA | <input type="checkbox"/> |
| 11 | YOM KIPPUR | <input type="checkbox"/> |
| 12 | FLOAT | <input type="checkbox"/> |
| 13 | PASSOVER | <input type="checkbox"/> |

| Mount Sinai Hospital - 0060 | | Statutory holidays to keep National Day F-9 (compulsory) |
|-----------------------------|--|--|
| 1 | CANADA DAY - July 1 st | <input type="checkbox"/> |
| 2 | LABOR DAY – 1 st Monday of September | <input type="checkbox"/> |
| 3 | THANKSGIVING - 2 nd Monday in October | <input type="checkbox"/> |
| 4 | BOXING DAY OR YOM KIPPUR - December 26 | <input type="checkbox"/> |
| 5 | CHRISTMAS DAY or HANUKKAH - December 25 | <input type="checkbox"/> |
| 6 | NEW YEAR'S DAY OR ROSH HASHANA - January 1 st | <input type="checkbox"/> |
| 7 | GOOD FRIDAY or PASSOVER | <input type="checkbox"/> |
| 8 | NATIONAL PATRIOTS' DAY - Monday before May 25 | <input type="checkbox"/> |
| 9 | ST-JEAN-BAPTISTE DAY - June 24 | <input checked="" type="checkbox"/> |
| 10 | FLOAT 1 | <input type="checkbox"/> |
| 11 | FLOAT 2 | <input type="checkbox"/> |
| 12 | NEW YEAR'S EVE OR ROSH HASHANA'S EVE - December 31 | <input type="checkbox"/> |
| 13 | FLOAT 3 | <input type="checkbox"/> |

| Miriam - 0070 | | Statutory holidays to keep National Day F-9 (compulsory) |
|---------------|--|--|
| 1 | CANADA DAY - July 1 st | <input type="checkbox"/> |
| 2 | LABOR DAY – 1 st Monday of September | <input type="checkbox"/> |
| 3 | THANKSGIVING - 2 nd Monday in October | <input type="checkbox"/> |
| 4 | BOXING DAY - December 26 | <input type="checkbox"/> |
| 5 | CHRISTMAS DAY - December 25 | <input type="checkbox"/> |
| 6 | NEW YEAR'S DAY - January 1 st | <input type="checkbox"/> |
| 7 | GOOD FRIDAY | <input type="checkbox"/> |
| 8 | NATIONAL PATRIOTS' DAY - Monday before May 25 | <input type="checkbox"/> |
| 9 | ST-JEAN-BAPTISTE DAY - June 24 | <input checked="" type="checkbox"/> |
| 10 | ROSH HASHANA | <input type="checkbox"/> |
| 11 | YOM KIPPUR or FLOAT | <input type="checkbox"/> |
| 12 | FLOAT | <input type="checkbox"/> |
| 13 | PASSOVER | <input type="checkbox"/> |

| Miriam – Laval-0070 | | Statutory holidays to keep National Day F-9 (compulsory) |
|---------------------|--|--|
| 1 | CANADA DAY - July 1 st | <input type="checkbox"/> |
| 2 | LABOR DAY – 1 st Monday of September | <input type="checkbox"/> |
| 3 | THANKSGIVING - 2 nd Monday in October | <input type="checkbox"/> |
| 4 | BOXING DAY - December 26 | <input type="checkbox"/> |
| 5 | CHRISTMAS DAY - December 25 | <input type="checkbox"/> |
| 6 | NEW YEAR'S DAY - January 1 st | <input type="checkbox"/> |
| 7 | GOOD FRIDAY | <input type="checkbox"/> |
| 8 | NATIONAL PATRIOTS' DAY - Monday before May 25 | <input type="checkbox"/> |
| 9 | ST-JEAN-BAPTISTE DAY - June 24 | <input checked="" type="checkbox"/> |
| 10 | ROSH HASHANA | <input type="checkbox"/> |
| 11 | YOM KIPPUR or FLOAT | <input type="checkbox"/> |
| 12 | FLOAT | <input type="checkbox"/> |
| 13 | PASSOVER | <input type="checkbox"/> |

| Constance-Lethbridge - 0080 | | Statutory holidays to keep National Day F-9 (compulsory) |
|-----------------------------|--|--|
| 1 | CANADA DAY - July 1 st | <input type="checkbox"/> |
| 2 | LABOR DAY – 1 st Monday of September | <input type="checkbox"/> |
| 3 | THANKSGIVING - 2 nd Monday in October | <input type="checkbox"/> |
| 4 | BOXING DAY - December 26 | <input type="checkbox"/> |
| 5 | CHRISTMAS DAY - December 25 | <input type="checkbox"/> |
| 6 | NEW YEAR'S DAY - January 1 st | <input type="checkbox"/> |
| 7 | GOOD FRIDAY | <input type="checkbox"/> |
| 8 | NATIONAL PATRIOTS' DAY - Monday before May 25 | <input type="checkbox"/> |
| 9 | ST-JEAN-BAPTISTE DAY - June 24 | <input checked="" type="checkbox"/> |
| 10 | FLOAT 1 | <input type="checkbox"/> |
| 11 | FLOAT 2 | <input type="checkbox"/> |
| 12 | NEW YEAR'S EVE – December 31 | <input type="checkbox"/> |
| 13 | FLOAT 3 | <input type="checkbox"/> |

| MAB-Mackay - 0090 | | Statutory holidays to keep National Day F-9 (compulsory) |
|-------------------|--|--|
| 1 | CANADA DAY - July 1 st | <input type="checkbox"/> |
| 2 | LABOR DAY – 1 st Monday of September | <input type="checkbox"/> |
| 3 | THANKSGIVING - 2 nd Monday in October | <input type="checkbox"/> |
| 4 | BOXING DAY - December 26 | <input type="checkbox"/> |
| 5 | CHRISTMAS DAY - December 25 | <input type="checkbox"/> |
| 6 | NEW YEAR'S DAY - January 1 st | <input type="checkbox"/> |
| 7 | GOOD FRIDAY | <input type="checkbox"/> |
| 8 | NATIONAL PATRIOTS' DAY - Monday before May 25 | <input type="checkbox"/> |
| 9 | ST-JEAN-BAPTISTE DAY - June 24 | <input checked="" type="checkbox"/> |
| 10 | FIXED HOLIDAY 1 | <input type="checkbox"/> |
| 11 | FIXED HOLIDAY 2 | <input type="checkbox"/> |
| 12 | NEW YEAR'S EVE – December 31 | <input type="checkbox"/> |
| 13 | FLOAT | <input type="checkbox"/> |

I checked my application and the number of statutory holidays to keep selected on the form matches the number of statutory holidays checked off in this list.

Employee's signature.

Date

APPENDIX TO THE WORK TIME ARRANGEMENT FORMS
FOR USE BY MANAGERS
AND HUMAN RESOURCES PARTNERS ONLY

The start of a work time arrangement (WTA) must correspond to the start of a new pay period. Make sure you return this form to Clients Services and the Work Force Planning Service fourteen (14) days before the start of the pay period so that the WTA you have chosen to grant is properly processed and can be processed on time.

Granting and withdrawing a work time arrangement is an exercise of your management rights. You must exercise this right in a reasonable, non-abusive and non-discriminatory manner. When analyzing the possibility of granting a working time arrangement, you should consider the following criteria in particular:

- Ensure the stability of work teams;
- Do not create overtime for employees receiving WTA;
- Continuity of care is ensured;
- The level of service is maintained;
- There is no additional cost;
- If necessary, replacement is provided.

If you cannot grant a WTA to all your employees who wish to do so, the granting of WTAs between those interested must be done taking seniority into account.

When a WTA is granted, make sure to respect the conditions, including its duration, the number of hours per shift and the number of workdays per week. Make sure to inform Clients Services and the Work Force Planning Service of any changes to the WTA granted, including the end of the WTA before its term.

National and local collective agreements provisions, which are not otherwise modified by the terms of the WTA, continue to apply.

If you are working with time codes that your Work Force Planning business partner adds to the positions, please complete the table below to indicate the days worked (and their duration if applicable) in the schedule. Please note that your management rights in relation to the preparation of schedules are not affected and that the days indicated in this table may subsequently be subject to modifications according to your needs. Your Work Force Planning business partner will update the schedule in the Jobs Register, so that it reflects the work time arrangement, according to the submitted request.

| | Semaine 1/Week 1 | | | | | | | Semaine 2/Week 2 | | | | | | |
|---------------|------------------|------------|------------|------------|------------|------------|------------|------------------|------------|------------|------------|------------|------------|------------|
| | Dim Sun | Lun Mon | Mar Tue | Mer Wed | Jeu Thu | Ven Fri | Sam Sat | Dim Sun | Lun Mon | Mar Tue | Mer Wed | Jeu Thu | Ven Fri | Sam Sat |
| Time table | | | | | | | | | | | | | | |

Example time slot: 8:30 a.m. to 4:30 p.m. (1 hour unpaid)

If you do not operate with time codes, but manage your schedules yourself, please ensure that you forward the details of your work time arrangements to the person responsible for producing your schedules.

FOR USE BY CLIENTS SERVICES

We need to know which employee is receiving a work-related holiday and the nature of this holiday. You must enter the code identifying the work time arrangement in the employee's file, in the additional information section.

*If the WTA ends early, you must contact the payroll department to correct the sick leave bank, annual leave and convert premiums if applicable.

* You must make the reduction of public holidays for these WTAs in the Logibec public holiday bank of employees, as provided for in the collective agreement or the SNS Repertoire, if applicable.

In the additional information note section, you must enter the effective date of the WTA.