

MEMO- Forms for work time arrangements (WTA)

Hello to APTS members of the CIUSSS West-Central-Montreal,

The union was recently informed that the employer had sent managers five (5) forms to request various work time arrangements (WTA) to distribute to its employees. These are the request forms for the following WTAs:

Name of WTA	National provisions APTS 2023-2028 collective agreement
Flexible schedule	Article 9.08
4-day schedule	Appendix 4
9/10 schedule	Letter of Agreement # 16
8/10 schedule	Letter of Agreement # 16
Atypical schedule	Appendix 7

The first two WTAs, the flexible schedule and the 4-day schedule, are the ones most often requested by our members, so this memo deals with these two types of requests. Please read carefully the details announced by the employer regarding the transitional measures for the implementation of the new forms at the end of this memo.

FLEXIBLE WORK SCHEDULE

This work schedule, provided for in Article 9.08 of the national provisions of the collective agreement, allows the employee and their employer (immediate supervisor) to agree on a work schedule other than the regular 5-day work week. In the past, this schedule was known as a “compressed schedule” or sometimes a “9/10 schedule.” ***To avoid confusion, it should be noted that the employer's forms entitled 9-10 Schedule and 8-10 Schedule do not refer to a compressed or flexible schedule, but rather to another type of schedule provided for elsewhere in the collective agreement.***

The flexible schedule allows, for example, an employee with a 35-hour-per-week position (or 70 hours per pay period), normally spread over a 2-week pay period consisting of 10 workdays of 7 hours each, to request a different distribution of these working hours. One example would be to spread the 70 hours over 9 days, allowing for one day off per pay period. Another example would be to spread the 70 hours over 8 days per pay period, allowing for two days off per pay period (1 day off per week). In each of these two cases, the workday during the 8 or 9 days worked will be longer than 7 hours. For example, in the case of 9 days, the average workday would be 7 hours and 47 minutes, and in the case of 8 days, the average workday would be 8 hours and 45 minutes. In addition, the number of hours worked may vary on certain days during the pay period, as long as the total for the pay period equals the regular number of hours for the position, depending on what has been agreed upon by the employee and the employer.

On the flexible schedule form, there is no place for employees to indicate the specific schedule they wish to request. During meetings with the employer, the union repeatedly reiterated the importance of including such a space on the form, but the employer decided not to follow our recommendation, stating that employees could indicate their schedule request to their immediate supervisor “in whatever way they choose.” For this reason, the union has produced the attached document entitled “**Additional Information - Request for Flexible Schedule,**” which we suggest you complete and submit as an attachment with the employer's official form. On this document, you can indicate the flexible schedule you wish to request (ensuring that the working hours total the total number of hours for your position or assignment per pay period).

The official employer form mentions what happens to the flexible schedule during a pay period when a statutory holiday or a vacation day occurs. Here is the explanation for statutory holidays:

There are 13 statutory holidays per year, which are paid according to the regular daily number of hours. For example, someone who normally works 7 hours per day for a total of 70 hours per pay period normally receives 7 hours of pay for each statutory holiday. This amounts to a total of 91 hours of pay for statutory holidays in a year (because 7 hours x 13 holidays = 91 hours). However, if, under the flexible 9-day schedule per pay period, the employee works 7 hours and 47 minutes per day, and the statutory holiday is paid at a rate of 7 hours and 47 minutes, the total annual payment for statutory holidays would exceed 91 hours (because 7 hours 47 minutes x 13 statutory holidays = 101.18 hours).

There are therefore two options identified on the employer form for dealing with pay periods that include a statutory holiday: (1) suspend the flexible schedule and return to the regular schedule for the entire pay period, or (2) allow the employee to work “extra time” during the pay period (a duration equivalent to the difference between the number of regular hours in a day according to the regular schedule, and the number of hours per day in the flexible schedule—in the example cited above, this is 47 minutes more) so that the remuneration totals the number of regular hours for the pay period. The same mechanism also applies when a vacation day occurs in the pay period, since the vacation day is paid according to the regular number of hours of the position.

Although the employer's official form indicates that the employee, with the agreement of their immediate supervisor, can choose between these two options, there is no place on the form for the employee to indicate their choice. For this reason, the union has included a space on the document “**Additional Information - Request for Flexible Schedule**” where the employee can check their choice between these two options.

Employees who hold a permanent full-time or permanent part-time position, as well as employees who have a temporary full-time assignment for a minimum of one year, may apply for the flexible schedule. Flexible schedules are granted based on seniority. Flexible schedules are granted for a period of one year but are **automatically renewed** from year to year without the need to apply for renewal. The employee or employer may terminate the flexible schedule at any time by giving thirty (30) days' written notice.

(PLEASE READ the “Transitional Measures” section below carefully).

FOUR (4)-DAY SCHEDULE

This work time arrangement is provided for in Appendix 4 of the national provisions of the collective agreement. It allows full-time employees to work a 4-day workweek (instead of 5 days per week), according to the following terms:

- The number of hours worked per day increases according to the regular number of hours for the position:

Number of hours according to the regular schedule	Number of hours according to the 4-day schedule
7 per day (35 per week)	8 per day (32 per week)
7.25 per day (36.25 per week)	8 or 8.25 per day (32 or 33 per week)
7.5 per day (37.5 per week)	8.25 or 8.5 per day (33 or 34 per week)
7.75 per day (38.75 per week)	8.5 or 8.75 per day (34 or 35 per week)

- The number of days in the sick leave bank is reduced from 9.6 days to 5 days.
- The number of statutory holidays is reduced from 13 per year to 2, 3, 4, or 5 per year (at the employee's discretion).
- Statutory holidays and remaining sick leave days are paid according to the number of hours per day as provided for in the 4-day schedule.
- A “compensation index” representing a percentage of salary is paid with each paycheck throughout the year. This percentage varies depending on the employee's choice regarding the number of statutory holidays reduced:

Reduction to 5 statutory holidays	Compensation index of 4.3%
Reduction to 4 statutory holidays	Compensation index of 4.9%
Reduction to 3 statutory holidays	Compensation index of 5.5%
Reduction to 2 statutory holidays	Compensation index of 6.0%

This compensation index, in addition to compensating for the reduction in the number of sick days and statutory holidays, serves to reduce the difference between normal weekly pay based on the regular schedule and the 4-day schedule. For example, an individual who normally works and is paid for 35 hours per week according to the regular schedule, but who only works 32 hours per week according to the 4-day schedule and retains only 2 statutory holidays, will be paid the equivalent of 33.93 hours per week (32 hours + 6%) for the 32 hours worked.

The number of statutory holidays to be “converted” (to this “compensation index”) and the choice of specific statutory holidays to be retained must be indicated on the application form.

Although there is no place on the form to indicate this, we strongly suggest that you indicate your preference for the day of the week on which you would like to take your weekly day off in an email or note accompanying the form submitted to your employer. However, please note

that, depending on the number of requests in your department (and the popularity of certain days such as Fridays), your preference may not necessarily be granted.

You can also indicate to the employer in writing your request regarding the length of the meal period during the 4-day schedule (the meal period must be at least 30 minutes and no more than 1 hour), as well as the start time of the shift.

We invite you to carefully read the information on the 4-day schedule request form, as well as Appendix 4 of the national provisions of the collective agreement for more details on the 4-day schedule : <https://aptsq.com/en/collective-agreements/>

Currently, the employer only allows employees in permanent full-time positions to apply for a 4-day schedule. 4-day schedules are granted based on seniority. The 4-day schedule is for a period of one year but is **automatically renewed** from year to year without having to apply for renewal. The employee or employer may terminate the 4-day schedule at any time by giving sixty (60) days' written notice.

(PLEASE READ the “Transitional Measures” section below carefully).

TRANSITIONAL MEASURES CONCERNING THE IMPLEMENTATION OF THE FORMS

The work time arrangements currently in force will remain in place until **24 January 2026**, when they will come to an end. A letter announcing the end of the arrangements has been sent to the employees concerned by the employer, in accordance with the deadlines set out in the collective agreement. Employees wishing to benefit from an arrangement from 25 January 2026 onwards must submit a new request for working time arrangements between 1 December and 21 December 2025, using the forms obtained through their manager (to which the union suggests you attach, for flexible work time requests, the document “**Additional Information - Request for Flexible Schedule**”), which must be submitted to their manager by email or in person (deadline 21 December 2025). The WTAs resulting from these new applications, although intended for a period of one year, will be **automatically renewed from year to year** without the need to submit a renewal application. The employee or employer may terminate the WTA at any time by giving written notice in advance, thirty (30) days' notice in the case of a flexible schedule/9-day schedule/8-day schedule and sixty (60) days' notice in the case of a 4-day schedule/atypical schedule.

From 21 December 2025 to 8 January 2026, managers will review and approve applications based on service needs and seniority criteria.

After reviewing this memo and the attached documentation, you may contact the union with any questions by email at: ccomtl@aptsq.com

Your local APTS West-Central-Montreal executive committee

ccomtl@aptsq.com

T: 514-609-3039

