



285 Catherine Street  
 Wingham, ON N0G2W0  
 T: (519) 357-3930  
 F: (519) 357-3928

Subject: Hours of Work	Date Approved: November 11, 2014
Approved by: Executive Director	Date Revised:
Specific to: All Staff and Volunteers	Next Review Date: September 2017

**PRINCIPLE:**

North Huron Family Health Team (NH FHT) believes it is important to establish work hours so that employees know the expectations of their job. We may require employees to work overtime during busy times in order to ensure that specific projects, products or assignments are completed on time.

**POLICY:**

Hours of Operation

The normal hours of work for full-time employees is seven and a half (7.5) hours per day, Monday to Friday, from 8:30 AM to 4:30 PM each workday. (37.5 hours per week). However, all employment contracts supersede these hours of work.

At the request of an employee, or as part of the nature of a particular position, NH FHT may grant flexible hours, Monday to Friday. This is subject to operational requirements and prior approval in writing from the Executive Director.

The hours of work for all part-time and casual employees shall depend upon the operational requirements of NH FHT and will be outlined in the individual employment contracts.

No employee shall work in excess of forty-four (44) hours per week, except under an emergency as declared by NH FHT.

Breaks/Rest Periods

In accordance with Employment Standards Legislation, each full-time employee will be allowed a half hour unpaid lunch period after working but not exceeding five (5) consecutive hours each workday. Although not legislatively required, NH FHT also provides employees with two fifteen (15) minute breaks. Such break times may be varied to suit the work schedule of the employee or their workload.

Office Closure

NH FHT offices may be closed under special circumstances such as:

- Extreme weather conditions i.e., heavy snowfall, freezing rain



**285 Catherine Street  
Wingham, ON N0G2W0  
T: (519) 357-3930  
F: (519) 357-3928**

- Unforeseen circumstances i.e. Power outage, heater malfunction

The decision to close the office shall be at the discretion of the Executive Director. The office may remain open with essential services and reception services. (See the Inclement Weather Policy).