



## Policy Manual – Human Resources

### H.M.02 - The Right to Disconnect from Work – PROCEDURES

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#### Principles

- a) Senior Administration will model, encourage and promote staff to disconnect from work after normal work hours;
- b) Principals/Managers/Supervisors are to respect the ~~normal~~ after work time of staff;
- c) Staff may disconnect from work communications, outside normal work hours, scheduled time off, or approved leaves of absence; subject to specific exceptions, including but not limited to: emergencies, designated as on-call, assigned overtime or an agreement to do so; and,
- d) Any discrepancy between this policy and a staff member's employment contract, the collective agreements, terms and conditions of employment, and/or relevant Board policies and practices, shall take precedence.

#### Roles and Responsibilities

- a) Senior Administrative staff are expected to promote and model a positive and healthy workplace and to oversee compliance with the Right to Disconnect Policy;
- b) Senior Administrative staff, or designate i.e. Principal/Managers/Supervisors will establish protocols for out-of-office notifications for vacation or Board designated non-working days;
- c) Principals/Managers/Supervisors are expected to allow staff to disconnect from work communications when outside normal work hours, scheduled time off or leaves of absence;
- d) A copy of this policy and related administrative procedures shall be made available on the Board's website;
- e) In compliance with the Employment Standards Act, the nature of an employee's role shall determine the expectations regarding disconnection from work. Some roles include existing expectations for engaging in work-related communications and other duties outside of regular work hours.

#### Definitions

##### Disconnect from Work

Disconnecting from work means not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages.

##### Approved Leave of Absence

A temporary stoppage of work that is initiated by employee and approved by Human Resources.

##### Scheduled Time off

The period that staff have approved scheduled time off from normal work hours. This may include, but not limited to, sick time, personal time; vacation time etc.