What is a Compressed Work Week?
A compressed work week allows an employee to work longer than the normal 7 hours and 30 minutes a day, over an agreed pre-determined period in order to reduce the number of work days in the week, bi-weekly pay period, or month.
For example, an employee may elect to work an additional 24 minutes a day in order to take one additional day off in every four-week period.
The hours of work each day and the corresponding time off would be set out in a formal agreement.

Why do I have to have a formal Compressed Work Week Agreement?
The Collective Agreement defines the duration of the normal working day and the right to overtime pay when working a longer day:

**Article 19 - Hours of Work:** “19.02.1 The normal working day for employees shall consist of seven (7) hours and thirty (30) minutes consecutively. Twenty (20) such working days shall constitute two (2) consecutive bi-weekly pay periods with a total of one hundred and fifty (150) hours of work.”

A Compressed Work Week Agreement allows the normal working day to be longer than 7 hours and 30 minutes without triggering overtime pay. However, hours worked in excess of those agreed must be paid in compliance with Article 21:

**Article 21 - Overtime:** “21.01 When an employee is authorized to work beyond the normal work day, such additional hours shall be considered as overtime and will be compensated for at the applicable overtime rate.”

How do I request a Compressed Work Week Agreement?
Talk to your manager. TEAM can provide a guide and request form for documenting your request.

Can I be forced to work a Compressed Work Week?
No. Compressed work weeks may only be implemented by mutual consent between an employee and their manager.

Can my request to work a Compressed Work Week be denied?
Yes it can, however, in exercising its rights the Company “shall act reasonably, fairly and in good faith.”
• Can I grieve if my request to work a Compressed Work Week is denied?
  A refusal for business reasons, which includes a manager’s preference for the
  hours staff work, cannot be grieved. It may be grievable if it appears the denial is
  unfair, unreasonable, or in bad faith.

• Can a Compressed Work Week Agreement be terminated?
  Yes. Either the manager or the employee can terminate the Agreement by
  providing thirty days written notice (or less by mutual agreement).

• Does working a Compressed Work Week impact my pay and benefits?
  No. There is no impact on pay, benefits or pension.

• When does overtime apply when working a Compressed Work Week?
  Members are eligible to receive overtime pay for time worked over the agreed work
  hours.

• How are vacation entitlements handled?
  Vacation entitlements will be converted from days to hours and reduced by the
  amended hours for each day of vacation taken e.g. an employee, whose
  arrangement is to work 9 hours and 23 minutes a day, would have their vacation
  accumulation decremented by 18 hours and 46 minutes for two days of vacation
  leave.

• How are Company Holidays handled?
  The number of hours in a Company Holiday is equivalent to the hours in a normal
  working day, i.e. 7 hours and 30 minutes.

  When a Company Holiday falls on a day the employee would normally work, the
  employee is required to make up the additional time which would have been
  worked on that day.

  When a Company Holiday falls on an employee’s scheduled day off, an alternate
  day off is taken within the pay period as agreed between the employee and their
  manager.

  Employees must ensure that the total number of required hours during the pay
  period are worked. Details of how time owed will be handled has yet to be worked
  out with the Company.

• How are Personal Leave Days handled?
  Personal Leave Days will be converted to hours and decremented by the number
  of hours agreed to in the Agreement for each leave day taken.
• **How are sick leave absences handled?**
  Accumulated Sick Leave Credits will be converted to hours and decremented by the number of hours agreed to in the Agreement for each sick day taken.

• **What should be included in a Compressed Work Week Agreement?**
  The Agreement should include the following:
  - Your name and position
  - Manager’s name
  - Start date of the Compressed Work Week schedule
  - Schedule showing the hours of work and the corresponding time off
  - Your signature
  - Manager’s signature
  - Sign-off by TEAM
  You must be in receipt of the signed copy of the Agreement before the Compressed Work Week commences.

• **Do you have examples of Compressed Work Week arrangements that might work for TEAM members?**
  - **A four day week:**
    4 working days at 9hrs 23min per day, 8:30 am - 6:38 pm with a 45min lunch.
  - **One additional day off in every two week period:**
    9 working days at 8hrs 20min per day, 8:30 am - 5:35 pm with a 45min lunch.
  - **One additional day off in every four week period:**
    19 working days at 7hrs 54min per day, 8:30 am - 5:09 pm with a 45min lunch.
  - **Two additional days off in every two week period:**
    8 working days at 9hrs 23min per day, 8:30 am - 6:38 pm with a 45min lunch.

Contact the TEAM office if you have further questions:
  team@teamunion.mb.ca
  204-984-9470
  1-877-984-9470