

Job Share/Variable Hours Application Form

Last revised: October 2021
Last reviewed: October 2021
Next review: October 2022

In accordance with Article 10 of the PS/GE Collective Agreement, I am making application for: (Select one only)

Note: permanent employees on subsequent probation are eligible to apply for job share or variable hours arrangements.

Job Share

Variable Hours

This application is: New Renewal of Existing Change to Existing

Start Date: ____/____/____

End Date: ____/____/____

(Start date is always on the first working day of a pay period. Duration must be for a minimum of 3 months and a maximum of 12 months.)

Permanent Full-time Applicant

Name of Applicant

Employee No.

Ministry

Branch/Division

Location

MIDAS Position No.

Classification/Occupation

Percentage of hours requested must be greater than or equal to 50% of applicant's regular hours of work.

Office & Regulated Employees:

_____ % of 37 1/3 hrs/week

_____ % of 36 hrs/week

_____ average hrs/week

Field Employees

_____ % of hrs in accordance with Article 9.3.6 A)

Job Share Backfill (Do not complete if requesting variable hours)

Name of Backfill Incumbent

Ministry

Branch/Division

Location

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Backfill is:

- On leave from a Permanent Full-time Position
- On leave from a Permanent Part-time Position
- On leave from a Labour Service Position
- A Term Employee

Combined hours of applicant and backfill incumbent must total 100%

Office & Regulated Employees:

_____ % of 37 1/3 hrs/week

_____ % of 36 hrs/week

_____ average hrs/week

Field Employees

_____ % of hrs in accordance with Article 9.3.6 A)

Example of hours of work calculation for a 50% job share/variable hours of work arrangement:

80 hours (2 week averaging period) – 8 hours (assumes 1 EDO) – 8 hours (designated Holiday) = 64 hours x 50% (Hours of work arrangement) = 32 hours to be worked in the 2 week averaging period (80 – 8 – 8 = 64 x 50% = 32)

Options for Group Life Coverage (select one):

- Full Coverage
- Pro Rata Coverage

Note: An employee may select full or pro rata group life coverage. If the employee selects full group life coverage of his or her previous full-time salary, in accordance with Article 10.7 of the PS/GE Collective Agreement, it will be for a maximum of 2 years. If the employee remains in a job share arrangement and does not return to full time employment after the 2 years, coverage will be pro-rated based on time worked.

I agree to the terms and conditions regarding the application for job share and/or variable hours of work arrangements in accordance with Article 10 of the PS/GE Collective Agreement

Signature of Applicant

Date

Telephone Number

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To be completed by Applicant's Supervisor/Manager

Recommended

Not Recommended

Signature of Supervisor/Manager

Date

Telephone Number

To be completed by Branch Head or designate

Approved

Not Approved*

Signature of Branch Head or designate

Date

Telephone Number

Process for Job Share Request and Variable Hours Request:

- Applicant completes application and submits to his or her supervisor/manager for signature/approval.
- Supervisor/manager determines whether the arrangement would be operationally feasible, and forwards his or her recommendation to the Branch Head or designate. The Branch Head or designate approves or denies the request.
- Approved applications are forwarded to the Human Resource Service Centre, who will notify the SGEU by forwarding a copy of the approved application. The Ministry may proceed with the Job Share or Variable Hours

*A denial of a request shall be provided to the employee, in writing, by the manager outlining the rationale