

Reduced Work Week Trial Policy

1. Introduction and Purpose

The organization (THE ORGANIZATION) is committed to creating a workplace that supports our mission while also prioritizing the well-being of our team. We strive to create a work environment that is equitable, people-first, and promotes intentional productivity. As part of this ongoing commitment, THE ORGANIZATION is implementing a trial for a Reduced Work Week.

This policy outlines the guidelines and expectations for all staff during the Four-Day Work Week trial. The trial will reduce the standard workweek from 40 hours to 32 hours, Monday through Thursday, while maintaining full pay and benefits, as detailed below.

2. Trial Timeline

The trial will begin June 1, 2025, and conclude on December 31, 2025. A decision regarding whether to make the Four-Day Work Week permanent, modify it, or return to the previous five-day schedule will be made in November/December 2025 based on the criteria outlined in Section 7 (Trial Evaluation).

3. Schedule Details

- A. Work Week: During the trial, the standard work week will be Monday through Thursday.
- B. Work Hours: Regular work hours will be eight (8) hours per day, totaling 32 hours per week.
- C. Lunch Break: The existing one-hour paid lunch break will continue for the four workdays (Monday through Thursday).
- D. Fridays: Fridays will be non-working days for all staff.

4. Compensation and Benefits

- A. Salary: Employees will continue to receive 100% of their current salary during the trial.
- B. Benefits: Eligibility for existing benefits (including health care, dental, retirement, disability, etc.) will remain unchanged.

5. Leave Adjustments

In line with the 20% reduction in standard working hours, Annual Leave and Wellness Leave balances will be adjusted by a corresponding 20% reduction for the duration of the trial.

A. Annual Leave: A pro-rated 20% reduction will be applied to annual leave balances.

B. Wellness Leave: A pro-rated 20% reduction will be applied to wellness leave balances.

C. Holidays: THE ORGANIZATION will continue to observe its scheduled holidays. If a designated holiday falls on a Friday (including July 4th and November 28th during this trial), the holiday will not be rescheduled, and employees will not receive an alternative day off, as Friday is already a non-working day under this trial. Holidays that fall on a Friday cannot be exchanged for another day. A revised holiday calendar for the duration of the trial is below:

- a. Monday, May 26th: Memorial Day
- b. Thursday, June 19th: Juneteenth
- c. Monday, September 1st: Labor Day
- d. Monday, October 13th: Indigenous Peoples Day
- e. Tuesday, November 11th: Veteran's Day
- f. Thursday, November 27th: Thanksgiving Day

As a reminder, Summer Closure and Winter Break days cannot be swapped or rescheduled.

D. Other Leave Types: Policies for Parental Leave, Emergency and Bereavement Leave, Jury Duty, Leave Related to Voting, Sabbatical Leave, Administrative Leave, and Unpaid Leave will remain as outlined in the Personnel Manual. The Summer Fridays program will be suspended during this trial, as Friday is already a non-working day, with the exception of May 30th which will remain a Summer Friday.

6. Working on Fridays

THE ORGANIZATION recognizes that while Fridays are designated as non-working days, occasional, unavoidable circumstances may arise.

Generally, this time is not eligible for flex time, additional pay, or compensatory time off. However, if work-related travel occurs on a Friday, employees may flex this time. Such arrangements must be discussed and pre-approved by the employee's supervisor.

7. Trial Evaluation, Check-Ins, and Surveys

A. Ongoing Evaluation: The success of the trial will be evaluated based on areas such as:

1. Employee reported sense of well-being, work-life balance, and care.
2. The ability of staff to consistently utilize the non-working Friday (i.e., minimal need to work during 'off times').
3. Impact on project completion rates, adherence to deadlines, and quality of deliverables.
4. Feedback (positive or negative) from members, stakeholders, and partners regarding service and responsiveness.
5. Identification of any significant administrative burdens or other unexpected operational impacts.

B. Staff Surveys: To gather comprehensive feedback, staff surveys will be conducted during the trial.

1. First Survey: Approximately one month after the trial begins (e.g., early July 2025).
2. Second Survey: In October 2025, to inform end-of-year decisions regarding the program's future.

C. Supervisor Check-Ins: Regular check-ins between employees and supervisors will continue, providing an ongoing opportunity to discuss workload, progress, challenges, support needed, and overall experience during the trial.

8. Program Acknowledgment:

All staff will be required to sign an Acknowledgment Form confirming their understanding of the trial nature of this policy.

9. Questions

Any questions regarding this Reduced Work Week Trial Policy can be directed to your supervisor or HR.