

KELOWNA AND DISTRICT SOCIETY FOR COMMUNITY LIVING

POLICY: CASUAL CALL-IN

Applies to: All Personnel

PREAMBLE

Two separate procedures have been established to fill vacant shifts. The first procedure is used to fill casual shifts and the second, to fill block booked time off.

POLICY

On the first day of each month, employees choosing to work casual shifts will submit their dates and hours of availability for the following month (i.e. June 1st for the month of July): if that day falls on a weekend or statutory holiday then the forms must be submitted on the first business day following.

The availability form will include where the employee is qualified and able to work.

If no availability form is submitted then the Employer is not obligated to call the employee within that month.

Employees must inform the Employer or designate, if when accepting work, they will be eligible for overtime.

Effective/Revision Date

November 25, 2002
April 28, 2003

Board Approval

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