



Impact Organizations of Nova Scotia

Improving Lives by Empowering Community

Acknowledgement of 4-day Work Week Pilot Understanding:

I acknowledge that I fully understand that the 4-day Work Week Pilot Project is being trialed at Impact Organizations of NS (IONS) for the 6-month period of June 6, 2022, to December 31, 2022.

I have read and understand the attached group agreements related to the pilot. I also understand that this is a pilot project and may not carry over in to 2023 which means my working arrangements will revert back to the policy signed at my date of hire (or any approved amendments to such).

I understand that this pilot can be amended, ended, extended, or made a permanent feature of the organization at the discretion of IONS.

I understand that if I have any questions or concerns throughout the pilot, I will contact my supervising Director for further clarification.

I have read this Acknowledgement carefully and understand the conditions of the pilot before I have signed this acknowledgement.

Employee Name

Director Signature

Employee Signature

Date

IONS 4-day Work Week Pilot Group Agreements:

At the May 10-12, 2022 IONS team retreat, a conversation was facilitated about what we are feeling excited about, nervous about, and things we were ready to commit to. The following decisions were made by the group for the pilot duration:

1. We will all take the same day off for the pilot – Fridays. Starting the week of June 6th.
2. Vacation will be pro-rated (i.e., 8 days = 2 weeks vs 10 days)
 - The 2022-23 vacation tracker has been updated to reflect the pro-rated vacation dates and can be found in the “One Stop Shop” channel wiki
3. Wellness days won’t be affected by the Pilot.
4. In the summer, when a holiday is on a Monday, we’ll still take Fridays off. There was an agreement to revisit this in September to determine whether it will continue to be feasible, or whether we will shift to working on Fridays for weeks when there is a holiday Monday.
5. In the summer, overtime worked on Fridays will be tracked for the pilot evaluation and flexibility to balance that time will be based on personal autonomy and interdependencies.
 - We agreed to take a “flex time” vs “overtime” approach with these days. This means that time worked on Fridays needs to be recouped within 1 week or it is lost, and we will take an informal approach. Note that workday adjustments should still be communicated with supervisors.

In our discussions we also noted that we will take adopt a flexible mindset and approach to the Pilot that may include adaptations along the way based on reflection and learning.