

4-Day Work Week Policy

Purpose:

This policy guides the practice and outlines rules for IONS' 4-day work week.

Scope:

This policy applies to full time staff only.

Date of Approval:

March 22, 2023

Date to Review (annual):

March 2024

Relevant Processes:

N/A

Policy

Background:

In the context of JEDDI, the 4-day work week policy seeks to affirm decolonial values of valuing people and the ability to live in community and nature, as well as support personal wellness and healing. A 4-day work week resists oppressive values of “quantity over quality”, uplifts justice for people over profit for organizations, and supports increasing diversity, equity, and inclusion for people who are sidelined by standard work weeks and practices. Practically, the IONS 4-day work week policy is meant to recognize the intensity, passion, and productivity demand of community impact work, and reduce burnout, increase recruitment and retention, and improve quality of life for staff.

Regular Days of Work:

IONS works a 4-day, 32-hour week, typically Monday-Thursday. Workdays are considered 8 hours including 30 minutes of paid break time, which can be taken throughout the day at the employee's discretion. Break times are meant to be taken each day and do not accrue to time in lieu. Should an employee wish to take additional break time they can do so at their discretion and add time to their day to make it up.

As a flexible workplace, Fridays may be worked if staff wish to spread out the 32 hours across 5 days, however this is not encouraged as a regular practice to protect the wellness benefits of having 3 consecutive days off.

In cases where an employee requires accommodations related to the 4-day work week for health, accessibility or other reason, they should discuss options with their supervisor.

Hours worked in excess of 32 hours per week may not be counted as overtime but extra time may be taken in lieu within a 7-day period of the additional hours worked. In extreme cases (over 48 hours/week or in the case of special events, etc.), employees can discuss options for banking time in lieu beyond the 7-day window. If actual work hours are regularly exceeding 32 hours per week, employees are encouraged to raise it as an issue with their supervisor to explore other options for reducing workload.

Vacation:

Vacation allowances at IONS are scaled to reflect the 4-day work week. For example, 1 week of vacation is equal to 4 days and 4 weeks of vacation is equal to 16 working days.

Holidays:

IONS observes a number of statutory and non-statutory holidays each year. Statutory holidays are legislated through the provincial government.

When statutory holidays occur in a week, both the holiday and the Friday in that week will be taken as days off.

When non-statutory holidays occur in a week, the holiday replaces the Friday off. This is to reduce the number of 3-day weeks in a year.

Holiday	Statutory or Non-Statutory¹	What Happens in That Week?
New Year's Day	Statutory	Following Friday is a day off
Heritage Day / Family Day	Statutory	Following Friday is a day off
Good Friday	Statutory	Observed on the Friday (additional day is not allotted)
Easter Monday	Non-statutory	Following Friday is a working day
Victoria Day	Non-statutory	Following Friday is a working day
Canada Day	Statutory	Following Friday is a day off
Natal Day / Civic Holiday	Non-statutory	Following Friday is a working day
Labour Day	Statutory	Following Friday is a day off
Day for Truth and Reconciliation	Non-statutory	Following Friday is a working day
Thanksgiving Day	Non-statutory	Following Friday is a working day
Remembrance Day	Non-statutory	Following Friday is a working day
Christmas Day	Statutory	Not applicable - part of regular office closure during holiday period
Boxing Day	Non-statutory	Not applicable - part of regular office closure during holiday period

¹ As denoted by the NS Department of Labour, Skills and Immigration:
<https://novascotia.ca/lae/employmentrights/holidaychart.asp>.