



# SHIFT OPTIONS KIT FOR SUN LOCALS\*

*A Voting Guide For Optional Scheduling Arrangements  
Tips For Checking Master Schedules*

NOVEMBER 2017

*\*Applies to SUN Collective Agreements with SAHO,  
Extendicare, and All Nations Healing Hospital only.*



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***Download or print a copy of the Shift Options Kit  
from the SUN Leadership section of the website: <http://sun-nurses.sk.ca/sun-leadership>***

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# Introduction

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The *Shift Option Kit* describes the process for a SUN local to use when members determine they want to adopt an optional scheduling arrangement.

In addition, there are guidelines/tips for checking a master schedule (also known as a master rotation), when optional scheduling arrangements are implemented or if/when the Employer changes an existing master schedule.

The **master schedule** is ongoing (no end date) and-captures the scheduling requirements for staff on any given unit. The master schedule is subject to change which requires a minimum notice of fourteen (14) calendar days in advance of the actual week worked.

It is **management's overall responsibility to develop the master schedule**. However, as the individuals working on the unit/facility/agency, registered nurses often have a better understanding of the circumstances that would create a schedule that is agreeable to both the Employer and the members.

The following kit applies to the SUN/SAHO, SUN/Extendicare and SUN/All Nations Healing Hospital Collective Agreements, and has been developed to assist members and Locals in understanding the shift options afforded to them under their Collective Agreement, and how to review master schedules.

**Individuals or a group of SUN members** looking to make changes to their shift option for their unit/facility/agency, **should speak to their Local Executive** to discuss their options and the appropriate process and procedure.

**NOTE:** Once SUN members have made a request to the Employer, shift options shall only be implemented **with the approval of the Employer**. Both parties, SUN and the Employer, must be in agreement to implement any shift option. Any option may be terminated by either party with ninety (90) days notice.

**Local Executives**, who have received a request to access the shift options under their Collective Agreement, are encouraged to **follow up with their Employment Relations Officer (ERO)** at SUN Provincial to ensure the terms of the Collective Agreement have been met.



# Glossary of Terms

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The following is a list of terms used when referring to hours of work and schedules for the normal hours of work which is an eight (8) hour schedule. Please refer to your Collective Agreement for the exact terms and conditions for other shift options.

- **Normal Hours of Work (Article 7.01)**

- Normal hours of work can be:
  - eighty (80) hours in a biweekly period; OR
  - seventy-two (72) hours in a biweekly period with an additional day off; OR
  - sixty-four (64) hours in a biweekly period with two (2) additional days off.
- Normal hours of work per shift are to be eight (8) consecutive hours, totalling two hundred and twenty-four (224) hours in a six (6) week averaging period.

- **Day (Article 7.02 (b))**

- The twenty-four (24) hour period commencing at the start of a scheduled shift.
- Example: 2330 hours on Monday to 2330 on Tuesday = 24 hours or one (1) day.

- **Weekend (Article 7.02(c))**

- A weekend shall be fifty-five (55) consecutive hours between 0700 hours on Friday and 0700 on Monday.
- Employees shall not be required to start their next scheduled shift before 2330 hours on Sunday.
- Example – get off Friday at 0700, Employer wants to have you work evenings Sunday – which start at 1500. Meets the 55 consecutive hours but not the intent of a weekend off; therefore, cannot start shift until 2230 Sunday.

- **Work Schedules (Article 7.03)**

- The **master schedule or master rotation** (Article 7.03(a)) is ongoing (no end date) and captures the scheduling requirements for staff on any given unit. The master work schedule is subject to change which requires a minimum of fourteen (14) calendar days notice in advance of the actual week worked.
- The **Provisional Schedule** (Article 7.03 (b)) is very similar to the master schedule however takes into account statutory holidays as per the parameters in the Collective Agreement, Christmas and New Year's schedules, Employer directed Education Days, etc. The provisional schedule shall be posted at least 42 days (6 weeks) in advance of the week being worked.

- **Posted and Confirmed Period (Article 7.03(c))**

- All work schedules are to be confirmed and posted fourteen (14) calendar days in advance of the actual week being worked.

- **Time Between Shifts (Article 7.08(a))**
  - At least fifteen (15) hours off must be scheduled between shifts.
  - This period of time falls between the end of a scheduled shift and the start of the next scheduled shift.
  
- **Time off between shift changes (Article 7.08 (b))**
  - At least twenty-three and one-half (23 ½) hours must be scheduled between shift changes (eg: changing from days to nights, etc); unless mutually agreed to by the affected Employee and Employer.
  - This period of time commences at the end of the last shift scheduled and concludes at the start of the first shift scheduled in the shift change.
  - Employees are not to be scheduled/work more than two (2) different shifts between days off.
  
- **Consecutive Shifts (Article 7.10)**
  - Employees are not required to work more than six (6) shifts in a row between days off.
  
- **Consecutive Days Off (Article 7.11)**
  - Employees are to receive no less than two (2) days off in a row.
  - Single days off are allowed if mutually agreed to by the Employer and Employee.
  
- **Weekends Off (Article 7.12)**
  - Employees are to receive at least three (3) weekends off in a six (6) week period.
  - In any case, an Employee is not to work more than three (3) weekends in a row.
  - For Home Care, Article 7.12 (c) of the SUN/SAHO Collective Agreement, states:
    - Full-time Employees shall receive two (2) weekends of in any three (3) week period;
    - OTFT Employees shall not be required to work more than one (1) weekend in two (2). In addition, Rural Employees may be required to work a maximum of two (2) in any four (4) weekends.



# Part 1: The Process for Implementation of Optional Scheduling Arrangement (Shift Options)

## Provisions

1. Implementation of extended shifts is dependent upon:
  - a. achieving a voting ratio as outlined in #4 below (except as otherwise noted) (i.e. 50% plus one).
  - b. developing a shift schedule that follows the terms of the Collective Agreement, and
  - c. protects the voting ratio results as outlined in #4 below (i.e. 50% plus one).

All votes are conducted by the Local Executive; the Employer is not party to the voting procedure.

2. Members working on a particular ward/unit, or in a facility or agency, are the ones that initiate the process of implementing any of the shift options identified in the appropriate SUN Collective Agreement.

The Employer cannot force Members to work any shift option other than 8-hour shifts. On creation of a new unit, vacancies must be posted as 8-hour positions with Members then implementing one of the optional shift arrangements, if they so choose.

3. All "Shift Option" arrangements must be articulated through the "Pro Forma Letter on Shift Options" (see sample letter on page 40). The letter must be signed by a person designated by the Local for all wards, units, facilities or agencies implementing shift options, and subsequently re-signed following a change in shift options.

4. To proceed with implementing the shift option of:

### **12-hour shifts, Combination or Rotation of 12s and 8s, 10-hour shifts, or Self-Scheduling.**

- **50% plus one** of those voting must agree to the unit going on the identified shift option.
- This does not mean the voter is in agreement to working that shift option, only that they are in agreement to the unit/facility/agency changing to that option.
- Members retain the right to continue working 8 hour shifts if their unit votes to go on an extended shift option.
- **Voters must identify their shift option preference on the Voter's Check off List when they vote on the shift option** (see a sample check off list on page 42).

### **For Flex Scheduling, Field Hours and Weekend Worker**

- These options may be triggered and implemented by and for an individual Member (no shift option vote is required), **unless implementation of a shift option affects other Members' shift options, in which case a shift option vote must be conducted.**

5. The voting ratio should be achieved prior to finalizing a master schedule. This is to ensure Members are voting on the concept of the optional scheduling arrangement rather than on a specific schedule. In any event, all schedules, including “self-scheduling”, must comply with the shift option provisions in the Collective Agreement.
6. Another vote must be conducted in accordance with Voting Procedure #3 (see page 7) at the end of the six (6) month trial period, following implementation of the shift option, to ensure members are satisfied with the selected shift option.

**There are no requirements for any further votes. However,** after the signing of a new Collective Agreement, Locals must post a notice stating that a member or members may call for a revote to be conducted in accordance with the terms and procedures outlined in this shift options kit. A member may also select, at this time, to revert to 8-hour shifts or another shift option. Members may make such requests by contacting a Local President or designated Local Executive member. Resulting and appropriate changes to schedules will be made in accordance with the Collective Agreement.

7. At any time after the six-month trial period, if **one-third** (1/3) of the staff request to return to the 8-hour shift, a formal vote must be held. The Local may also request a re-vote at any time.
8. Once SUN members made the request of the Employer, shift options shall only be implemented **with the approval of the Employer**. Both parties, SUN and the Employer, must be in agreement to implement any shift option. Any option may be terminated by either party with ninety (90) days notice.

# Voting Procedures

- 1) Any SUN member may initiate a shift option investigation and implementation, if appropriate.
- 2) The Local President, or designate of the unit/Local, may schedule a membership meeting. If deemed necessary, the Local President, or designate, should have resources available (e.g. SUN Optional Scheduling Arrangements Kit, someone familiar with working that shift option, SUN ERO, etc.).
- 3) **Voting:**
  - Prepare a voter's list. If a large local with a central union office, make two copies (one for the ward/unit/facility/agency, one for the local office).
  - All Members eligible to work the shift option must be informed and given the opportunity to vote.
    - ***Those Members considered eligible include: FT, OTFT (RPT) and OTFT (JS) Members on permanent staff, even if on temporary leave (LOA, WCB, LTD), rather than the Member working temporarily in that position.***
    - In scope coordinators, supervisors or others are allowed to vote if they would be eligible to work the shift option in their position.
    - **Casual staff or those in temporary positions (with no permanent status other than casual) are not eligible to vote.**
  - Ballots: Refer to the sample ballots (page 43).
  - Post the voter's list, along with schedule for voting, on the unit for a minimum of 10 days prior to the vote.
  - Voting must be by secret ballot.
  - 50% plus one of those voting must agree to the unit going on the identified shift option.
  - Abstentions shall not be counted.
  - Two people shall act as scrutineers.
  - After the members have cast their ballot, have each Member check off which option(s) they are prepared to work (if applicable). Refer to samples on page 43.
- 4) **Shift Schedule**
  - If the vote is in favor of implementing a shift option, the local **may** proceed to create the shift schedule in accordance with the terms of the Collective Agreement.
    - While under the Collective Agreement Article 7.03, it is the Employer's responsibility to develop and maintain a master schedule, when implementing an alternate shift arrangement, it may be advantageous for the Local or unit to develop the initial schedule.
  - It is the Employer's responsibility, and prerogative, to set the baseline staffing.

- Members' preferences to work a shift option, and/or an 8-hour shift schedule, must be accommodated.
- Proposed schedules, if developed by the Local, must be reviewed by the Local President. This is to ensure there are no scheduling violations.
- If there are problems developing a schedule, it may be necessary to call a membership meeting and have resource people in attendance.

## 5) Meeting with the Employer

- The Local President will request a joint union-management meeting to present the Pro Forma Letter regarding shift options.
  - She shall send copies of proposed shift schedule(s), if developed by the Local, a copy of the Pro Forma Letter regarding shift options, and suggested meeting dates to Management.
- The purpose of the union-management meeting is to confirm the appropriate extended shift option, implementation date, and **mutual satisfaction with the master schedule.**
- A committee of at least two Local members should be at the union-management meeting.
  - The committee should consist of the Local President, unit representative, or other Members actively involved in the process to date.
  - The Local Executive may appoint other members to this committee.
  - The Local may request an ERO to be present.
- The Pro Forma Letter must be signed after agreement has been reached on the shift option(s) and the master schedule has been accepted.
  - A copy of the master schedule(s) must be attached to the Pro Forma Letter before signing at the local level.
  - Two Local representatives must sign the letter.
  - Please refer to page 40 for a sample copy of the Pro Forma Letter on Shift Options.

## 6) Implementation

- The implementation date should be the first day of a pay period.
- Provisional schedules must be posted forty-two (42) calendar days in advance of the actual week being worked. They shall be confirmed and posted fourteen (14) days in advance of the actual week being worked.
  - Deviation from the confirmed and posted schedule shall only be by mutual agreement of the Members affected (Article 7.03 of the Collective Agreement).
- The appropriate averaging period must commence on the implementation date.
- A Member should not work more than **fifty-six (56)** hours without a day off during the changeover from eight (8) hour to twelve (12) hour shifts, as well as a changeover from eight (8) hour to ten (10) hour shifts, at the time of implementation.
- All articles of the Collective Agreement shall apply during the changeover unless waiving is done as stipulated in the contract.
- Following the six (6) month trial period, another vote must be completed.

**Remember:**

A unit and/or Local can be on more than one shift option at a time. Simply put the unit/Local name under *Unit* in the Pro Forma Letter and then list the options that are being implemented under *Option*. A sample of the pro forma letter regarding shift options is available for on page 40 of this kit or on our website.

- 7) At the end of each trial period, the voting ratio results must meet the requirements set out in Voting Procedure #4 (see page 7). If the ratio is not met, the shift option must be terminated in accordance with the appropriate Collective Agreement.
- 8) If a unit decides to terminate the optional shift arrangement, notify the Local President. The Collective Agreement requires ninety (90) days notice be given to the Employer. The Local President will request a joint union-management meeting to negotiate the dates and terms of transition back to eight (8) hour shifts.
- 9) If the shift option is terminated, please fill out the ***Termination of Shift Option*** form on page 41 and retain for your records.

## Responsibilities of the Local President

Upon request of a Member(s) from the Local, or if interest in a shift option is apparent, notify the SUN Provincial office and request a Shift Options Kit or download a copy from the Leadership section of SUN's website. Attend the membership meeting about the shift options if possible.

- 1) If a shift option vote is required, delegate the Ward Rep (or a SUN member if the vote is facility/agency wide) to establish the voters list.
  - Ask the Ward Rep to submit it to you and you will photocopy the required number of ballots.
  - Ballots for photocopying can be found on page 43 for all shift options.
- 2) You or your delegate (i.e. Ward Rep or Shift Option Committee Chairperson) must establish a ballot box and ensure that it is tamper proof.
  - Establish the voting period and procedure.
  - Post the voter's list and the time(s) of the vote.
- 3) Determine who will count the ballots.
  - Two scrutineers are required to count the ballot and verify the results
- 4) Assist/review schedules, if the Local is preparing.
- 5) Attend the union-management meeting (or send a delegate).
- 6) Inform the members concerned of results of the union-management meeting.
- 7) Keep in touch with the area/unit once they have started the shift option.
- 8) After the six-month trial period, organize a revote to ensure members are satisfied with the shift option.
- 9) **A re-vote is no longer required on the signing of a new Collective Agreement.** However, you must ensure that a notice is posted in the Local at that time, stating that a member or members may call for a re-vote to be conducted in accordance with the shift options kit, or a member may select to revert to eight (8) hour shifts or another shift option. Members may make such requests by contacting the Local President or other officer.

Please notify your Employment Relations Officer (ERO) at SUN Provincial, if you have any questions or concerns.

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*Please refer to the Appendix for sample forms and ballots referred to in Part 1.  
All sample forms and ballots are available for download or print from the SUN's website:  
<http://sun-nurses.sk.ca/sun-leadership>*

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## Part 2: Rules For Checking A Master Schedule

**Remember:** *It is management's overall responsibility to develop the master schedule; however, SUN members working on the unit/facility often have a better understanding of the circumstance and needs that would create a schedule that is agreeable to both the Employer and Employees.*

### General Rules of Scheduling

1. Under Article 7.03 (a) it is the Employer's responsibility to develop the master work schedule or master schedule; however, nurses often take a very active role as they want input into what is most suitable for the overall unit/facility/agency.
2. There is two (2) types of schedules:
  - The **Provisional schedule** is very similar to the master schedule; however, it also takes into account statutory holidays as per the parameters in the Collective Agreement, Christmas and New Year's schedules, Employer directed Education Days, etc. The provisional schedule shall be posted at least 42 days (6 weeks) in advance of the week being worked
  - The master schedule is often the same as the provisional schedule.
3. All schedules shall be **posted and confirmed** 14 calendar days in advance of the week being worked (Article 7.03 (c)).
  - Deviation from the confirmed schedule shall only be by mutual agreement to the change in the schedule between the Employee(s) affected.
  - It is **not advised** that members agree to any changes to the posted and confirmed schedule, as they are then giving up their right to overtime, as per the Collective Agreement.
4. **Scheduled days off** are only applicable to full-time Employees
  - For **twelve (12) hour shifts, ten (10) hour shifts** and the **twelve (12) hour block of shifts for rotating between blocks of eight (8) and blocks of twelve (12) hours** there must be two (2) consecutive days off in the schedule.
  - For **eight (8) hour shifts** and **combination of eight (8) and twelve (12) hour shifts** and the **eight (8) hour block of shifts for rotating between blocks of eight (8) and blocks of twelve (12) hours** there must be two (2) consecutive days off unless single days off are mutually agreed to.
5. **People do not "own" a line** in the master schedule, they own a position and are assigned a line on the schedule. When applying for a job posting, members bid on the RN/RPN/NP position, not on the line on the schedule.
6. **Night Shifts:** When checking schedules, it is imperative to know how night shifts are being scheduled for that unit so you know how to figure out if the days off encompass the required hours. However, it can be confusing to understand how nights are scheduled. When do they start? Which day is the shift for?

For example: The schedule states Nurse A is working a night shift on Thursday, February 2 for 8 hours.

- A. Does that mean she comes in at 2330 on Wednesday, February 1 and works the majority of her hours on Thursday, February 2 from 0001 to 0700?

OR

- B. Does it mean she comes in at 2330 on Thursday, February 2 (actual scheduled date) and works the majority of her shift on Friday, February 3 from 0001 to 0700?

It has been SUN's experience that for **8 hours shifts**, Nights usually start at 2330 on the day preceding what day is named on the schedule (example A above).

However, for **12 hours shifts** if Nurse B is scheduled to work nights on Thursday, February 2, they come in at 1900. on Thursday and work into Friday morning.

- 7. **Baseline Staffing:** It is necessary to know the baseline staffing and also the number of full time and part time positions and how many hours make up each part time position. In addition to checking across the schedule that each line is contract compliant, check down each day to ensure the staffing compliment is correct for each shift.



# Types of Shift Option Schedules

The Collective Agreement allows for eight (8) different shift options/schedules. The following are calendar examples and guidelines to follow when checking the master schedule for each shift option available.

## Standard - Eight (8) Hour Shift Option (Article 7.20)

1. For eight (8) hour shifts there is a **42-day (or six (6) week) averaging period**.
2. This schedule must consist of twenty-eight (28) 8-hour shifts for a total of 224 hours in the 42-day rotation.
3. To identify an 8-hour shift on the schedule, the following code is used:  
n = 8-hour night                      d = 8-hour day                      e = 8-hour evening

The following is an example of how this may appear on the schedule:

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		d	d	d	d	d	d			e	e	e			n	n	n	n	n	n			d	d	d	d	
Week 1							Week 2							Week 3							Week 4						

S	M	T	W	T	F	S	S	M	T	W	T	F	S
		e	e	e	e	e			n	n	n	n	
Week 5							Week 6						

The objective shall be for Employee(s) to rotate only between two (2) shifts.

### Calculating Hours

- There are two (2) calculations for eight (8) hour shifts to ensure the correct number of shifts are scheduled in accordance with the Collective Agreement and the maximum hours of work that may be scheduled in a two (2) week period without incurring overtime.

CALCULATION	TOTAL HOURS	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6
#1	28 – 8's (224 hrs) in 6 weeks	10 – 8's (80 hrs)		10 – 8's (80 hrs)		8 – 8's (64 hrs) 2 additional days off	
#2	28 – 8's (224 hrs) in 6 weeks	10 – 8's (80 hrs)		9 – 8's (72 hrs) 1 additional day off		9 – 8's (72 hrs) 1 additional day off	

- The second option is the more widely used option but the first option is also contractually compliant.

## Other considerations to watch for with 8-hour shift options

- There is to be **no more than six (6) shifts in a row**
- There must be **15 hours off between shifts** *NOTE: Problems can arise in the cases of different start times.*
- There must be **23 ½ hours off between shift changes.**
- There should be a **minimum of three (3) weekends off in the 6-week period** and Employees shall **not work more than three (3) consecutive weekends.**
  - For example: Nurse A works two (2) weekends on, two (2) weekends off, one (1) on and one (1) off to meet the minimum of two (2) in five (5) weeks or three (3) in 6 weeks as per Article 7.12 (a). (See page 5 for definition of a weekend)
- It is SUN's position that **Statutory Holidays (Stat Offs) must be scheduled**, if not already on the Master schedule, and therefore must appear in the Provisional schedule.
  - Each six (6) week period should have two (2) Stat Offs included.
  - Prior to the implementation of each provisional schedule, the Master must be reconciled against the real calendar data and, if in the upcoming six (6) week period of time only one Statutory Holiday occurs, one (1) Stat Off must be removed from the Provisional schedule.
- There is to be an **even rotation of shifts among all lines** on schedule (Article 7.09).
- Objective is for each Employee to only work two (2) shift arrangements – days/evening, evening/nights or nights/days.
  - It is possible for an Employee to request to work a permanent evening or night shift.

## Different Options For 8-Hour Shift Master Schedule

**Legend:** In the following charts, A = Nurse A's schedule for each week/block of the schedule, B = Nurse B's schedule for each week/block of the schedule, C = Nurse C's schedule for each week/block of the schedule, etc.

1. **Six-Week Repeating Master:** Each Nurse's schedule is for six (6) weeks and she goes back to the beginning.

Rotation Block 1						Rotation Block 2						Etc
Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	
A-1	A-2	A-3	A-4	A-5	A-6	A-1	A-2	A-3	A-4	A-5	A-6	A-1
B-1	B-2	B-3	B-4	B-5	B-6	B-1	B-2	B-3	B-4	B-5	B-6	B-1
C-1	C-2	C-3	C-4	C-5	C-6	C-1	C-2	C-3	C-4	C-5	C-6	C-1

2. **Six-Week Rotating Master:** Each Nurse's schedule is for six (6) weeks, and after that she moves one line down the schedule. This is often referred to as a "drop-down schedule".

This type of schedule ensures everyone works the same number of evenings, nights and days. If you are working with a large staff, more than one person could work the same line.

Rotation Block 1						Rotation Block 2						Etc
Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	
A-1	A-2	A-3	A-4	A-5	A-6	C-1	C-2	C-3	C-4	C-5	C-6	B-1
B-1	B-2	B-3	B-4	B-5	B-6	A-1	A-2	A-3	A-4	A-5	A-6	C-1
C-1	C-2	C-3	C-4	C-5	C-6	B-1	B-2	B-3	B-4	B-5	B-6	A-1

3. **12-Week Rotating Schedule:** Historically, Master schedules have been either for a four (4) or a six (6) week averaging period depending on the shift option. On occasion, for units where a combination of eight (8) hour and twelve (12) hour arrangements existed, the master would be created over a twelve (12) week period, with three (3) 4-week periods and two (2) 6-week periods. Each of the four (4) week periods were identical and each of the six (6) week periods were also identical.

SUN's position was that this was the only way a Master schedule could exceed a four (4) or six (6) week period.

However, in April 2017, it was determined this position was not supported in the Collective Agreement and, in fact, there were twelve (12) week master schedules existing in several regions. SUN, therefore, determined that a master schedule can exist of more than four (4) or six (6) week averaging periods. However, in each schedule the averaging period of that shift option must be maintained (i.e. two hundred and twenty-four (224) for a six (6) week rotation and one hundred and forty nine point three six (149.36) for a four (4) week rotation) and all the other Collective Agreement provisions regarding scheduling must be applied (e.g. weekends off, scheduled days off etc.).

Rotation Block 1			Rotation Block 2			Etc
Week 1-4	Week 5-8	Week 9-12	Week 1-4	Week 5-8	Week 9-12	
A	A	A	C	C	C	B
B	B	B	A	A	A	C
C	C	C	B	B	B	A

4. **12-Week Repeating Schedule:** Each nurse's schedule is for 12 weeks, and after that she goes back to the beginning and repeats the schedule.

Note: Each 12-week block does not need to be identical, but each block must be contractually compliant (i.e. two hundred and twenty-four (224) for a six (6) week rotation and one hundred and forty-nine point three six (149.36) for a four (4) week rotation) and all the other Collective Agreement provisions regarding scheduling must be applied (e.g. weekends off, scheduled days off etc.).

Rotation Block 1			Rotation Block 2			Etc
Week 1-4	Week 5-8	Week 9-12	Week 1-4	Week 5-8	Week 9-12	
A	A	A	A	A	A	A
B	B	B	B	B	B	B
C	C	C	C	C	C	C

5. **One-Week Rotating Master:** Each Nurse works the same 6-week schedule, with a different Nurse starting each week. Each weekly schedule must include twenty-eight (28) 8-hour shifts in each rotation.

	Rotation Block 1							Rotation Block 2					
Nurse A	1	2	3	4	5	6		1	2	3	4	5	6
Nurse B	2	3	4	5	6	1		2	3	4	5	6	1
Nurse C	3	4	5	6	1	2		3	4	5	6	1	2
Nurse D	4	5	6	1	2	3		4	5	6	1	2	3
Nurse E	5	6	1	2	3	4		5	6	1	2	3	4

**Legend:** In the about chart, 1 = the schedule for Week 1 of the 4-week rotation, 2 = schedule for Week 2 of rotation, and so on.

## Option I - Twelve (12) Hour Shifts (Article 7.21)

- For the twelve (12) hour shift options there must be a **four (4) week averaging period**. All Employees in the ward/unit/facility/agency will commence the four (4) week period at the same time.
- Full time hours for a 12-hour shift schedule equals **149.36 hour in 4 weeks**, which is **twelve (12) 12-hour shifts and one (1) 8-hour shift**. NOTE: There are thirteen (13) 4-week blocks in a year.
  - Twelve (12) times a year, the 8-hour shift is a scheduled Stat Off.
  - Once a year, the 8-hour shift must be worked; however, the Employer usually schedules education on those days. This usually occurs in June as no actual statutory holiday occurs in June.
- To identify the time and length of each shift on the schedule, the following code is used:
 

N = 12-hour night	D = 12-hour day	E = 12-hour evening
n = 8-hour night	d = 8-hour day	e = 8-hour evening
O = possible option for 8-hour statutory holiday off		

The following is an example of how this may appear on the weekly schedule:

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	D	D	O			D	D	D							D	D			N	N	N				D	D	
Week 1							Week 2							Week 3							Week 4						

### Other Considerations To Watch For With 12-Hour Shift Options

- As per Article 7.02 (b), a **day shall be any twenty-four (24) hour period counted from the time the Employee commences her scheduled shift.**
- As per Article 7.21 (a), each Nurse must have at least two (2) consecutive days off. This can be a problem with 12-hour shifts, when going from nights to days; however, it is not an issue when going from days to nights.

This means, when a nurse is scheduled to work a 12-hour night shift, she must have 48-hours off (two consecutive days off) counted from 24-hours AFTER the last night shift COMMENCED.

Example: Nurse A is working nights on Monday at 1900

<b>MONDAY:</b> Night shift starts @ 1900	Monday @ 1900 to Tuesday @1900 = 24 hour period after commencement of shift (Article 7.02 (b))
<b>TUESDAY @ 1900</b> work day is over	
<b>WEDNESDAY @ 1900</b>	Tuesday @1900 to Wednesday @1900 = 1 <sup>st</sup> day off
<b>THURSDAY @ 1900</b>	Wednesday @1900 to Thursday @1900 = 2 <sup>nd</sup> day off
<b>FRIDAY @ 0700</b>	Next available shift to work

- Within the rotation, as per Article 7.21 (b), each Nurse should have every 2<sup>nd</sup> weekend off. Alternatively, with mutual agreement between the Employer and Employee, the Nurse may work two (2) weekends (on) and then have two (2) weekends off.

As per Article 7.21 (b) the definition of a weekend for 12-hour shift option has two (2) definitions\*:

- Consecutive hours between 0001 Saturday to 0700 hours Monday
- Consecutive hours between 0800 Saturday to 1900 hours Monday

*\* the Local approves which definition is used.*

The reason for two definitions is because some nurses prefer to work the Friday night and have Sunday night off as part of their weekend and others prefer to have Friday night off and start their work week on Sunday.

- As per Article 7.21 (c), there is to be no more than four (4) consecutive scheduled days of work; whenever possible the Nurses' preference to work a maximum of three (3) shifts in a row shall be accommodated.
  - Many nurses prefer to only work three (3) shifts in a row.
- There is to be an **even distribution of shifts among all lines** on schedule.

### Different Options For 12-Hour Shift Master Schedule

**Legend:** In the following charts, A = Nurse A's schedule for each week/block of the schedule, B = Nurse B's schedule for each week/block of the schedule, C = Nurse C's schedule for each week/block of the schedule, etc.

- Four-Week Repeating Master:** Each Nurse's schedule is for four (4) weeks and she goes back to the beginning.

Rotation Block 1				Rotation Block 2				Etc
Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	
A-1	A-2	A-3	A-4	A-1	A-2	A-3	A-4	A-1
B-1	B-2	B-3	B-4	B-1	B-2	B-3	B-4	B-1
C-1	C-2	C-3	C-4	C-1	C-2	C-3	C-4	C-1

- Four-Week Rotating Master:** Each nurse's schedule is for four weeks, and after that she moves one line down the schedule. This type of schedule ensures everyone works the same number of nights and days. If you are working with a large staff, more than one person could be on a line.

Rotation Block 1				Rotation Block 2				Etc
Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	
A	A	A	A	C	C	C	C	B
B	B	B	B	A	A	A	A	C
C	C	C	C	B	B	B	B	A

- 16-Week Rotating Schedule (or any multiple of four (4))**

**Example for a 16- Week Rotating Schedule:** Each nurse's schedule is for 16 weeks, and after that she moves one line down the schedule. If you are working with a large staff, more than one person could be on a line.

Note: Each 16-week block does not need to be identical, but each block must be contractually compliant (eg: correct number of hours, weekends, etc.)

Rotation Block 1				Rotation Block 2				Etc
Week 1-4	Week 5-8	Week 9-12	Week 13-16	Week 1-4	Week 5-8	Week 9-12	Week 13-16	
A	A	A	A	C	C	C	C	B
B	B	B	B	A	A	A	A	C
C	C	C	C	B	B	B	B	A

4. **16-Week Repeating Schedule (or any multiple of four (4))**

**Example for a 16-Week Repeating Schedule:** Each nurse's schedule is for 16 weeks, and after that she goes back to the beginning of the rotation and repeats the schedule.

Note: Each 16-week block does not need to be identical, but each block must be contractually compliant (eg: correct number of hours, weekends, etc.)

Rotation Block 1				Rotation Block 2				Etc
Week 1-4	Week 5-8	Week 9-12	Week 13-16	Week 1-4	Week 5-8	Week 9-12	Week 13-16	
A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C

5. **One-Week Rotating Master:** Each Nurse moves one line down the schedule, with a different Nurse starting each week.

	Rotation Block 1					Rotation Block 2			
Nurse A	1	2	3	4		1	2	3	4
Nurse B	2	3	4	1		2	3	4	1
Nurse C	3	4	1	2		3	4	1	2
Nurse D	4	1	2	3		4	1	2	3
Nurse E	1	2	3	4		1	2	3	4

Each rotation must include twelve (12) 12-hour shifts and one (1) 8-hour shift. The easiest way to attempt this scheduling is to have three (3) 12-hour shifts per week and slot in your 8-hour shift individually.

## Option II - Extended Shift - Combination of Eight (8) and Twelve (12) Hour Schedules

- For the extended shift option or combination schedule, **full-time hours equal two hundred and twenty-four point seven (224.7) hours over a six (6) week averaging period** or forty-two (42) days.
- As per Article 7.22 (a), full-time Employees are scheduled for **fifteen (15) 12-hour shifts and six (6) 8-hour shifts** in the 6-week (42 day) period.
  - There is no restriction of the number of 12-hour or 8-hour shifts for OTFT.
- Under Article 7.22 (b), an Employee shall not work more than four (4) 12-hour shifts **or** two (2) 12-hour shifts and two (2) 8-hours shifts consecutively **or** six (6) 8-hours shifts in a row.
- Article 7.22 (b) states an Employee shall not work more than 48 hours between days off.

- As per Article 7.22 (c), a weekend shall be defined\* as:
  1. Consecutive hours between 0001 Saturday to 0700 hours Monday
  2. Consecutive hours between 0800 Saturday to 1900 hours Monday

*\* the Local approves which definition is used.*

**NOTE:** Weekends for the extended shift option have the same definition and application as 12-hour shifts.

- According to Article 7.22 (e), on one (1) occasion per calendar year, one (1) 12-hour shift shall be designated and scheduled as an 8-hour shift to equalize the Nurse's yearly hours of work

### **Other Considerations To Watch For With A Combination of 8s And 12s Schedule**

- The twelve (12) week schedule is actually made up of three (3) 4-week rotations for those working twelve (12) hour shifts. However, the number of shifts and hours of work for each individual in each four (4) week rotation are always the same.
- The twelve (12) week schedule for those working eight (8) hour shifts will have two (2) 6-week rotations. Again, the number of shifts and hours worked for each individual will be the same for both six (6) week rotations.
- There is no requirement that the four (4) or six (6) week blocks must be identical in days worked and/or shifts worked.

## **Option III - Rotating Between Blocks of Eight (8) & Twelve (12) Hour Shifts**

- As per Article 7.23 (a), **identified blocks of eight (8) and twelve (12) hour shifts shall be for a minimum of twelve (12) weeks**, which will encompass the six (6) week 8-hour rotations twice (2x) and the four (4) week 12-hour rotations three (3x) times.
- The twelve (12) week schedule is made up of three (3) 4-week rotations for those working twelve (12) hour shifts. However, the number of shifts and hours of work for each individual, within each four (4) week rotation, are always the same.
- The twelve (12) week schedule for those working eight (8) hour shifts will have two (2) 6-week rotations. Again, the number of shifts and hours worked for each individual will be the same for both six (6) week rotations.



- There is no requirement that the four (4) or six (6) week blocks must be identical in days worked and/or shifts worked.
- All terms of the Collective Agreement for eight (8) and twelve (12) hour shifts apply when working the respective block.

## Option IV - Extended Shift – Ten (10) hour shifts

- As per Article 7.24, ten (10) hour shifts **shall not be implemented** on any ward, unit or agency that **requires 24-hour nursing coverage**. This restriction is in place to avoid the creation of 4-hour shifts.
  - If the 10-hour shift option is used for a unique position on a unit that does not work shift work (example: Clinical Nurse Educator); a Letter of Understanding should be signed to allow for 10-hour shifts.
- According to Article 7.24 (a), **full-time hours for this option equal 149.4 hours in a 4-week or 28-day averaging period**. The averaging period shall consist of fourteen (14) 10-hour shifts and one (1) 8-hour shift.
- Under Article 7.24 (d), an Employee shall receive no less than **two (2) consecutive days off** and two (2) out of four (4) weekends off. As per the Collective Agreement, an Employee cannot work more than three (3) consecutive weekends.
- As per Article 7.24 (e), a weekend is defined as the hours between 0001 hours Saturday to 0700 hours Monday.
- Article 7.24 (f) states an Employee shall not work more than four (4) consecutive extended shifts in a row.

## Option V – Self Scheduling

- A master schedule will be established by the Employer (Article 7.03) following all provisions of the Collective Agreement, dependent on which shift option is being utilized.
- From the master schedule, the Employees complete a schedule at least two (2) weeks in advance of the provisional work schedule following the process as outlined in Article 7.25.
- This schedule must be contract compliant, approved and posted by the Employer.

## Option VI - Field Hours

- The Field Hours option shall **only apply to Employees working (daytime) 8-hour shifts** (Article 7.26).
- **Regular (full-time) hours equal 224 hours in a 6-week averaging period** (Article 7.26).
- As per Article 7.26 (a), variable daily start times are based on client need, at the discretion of Employee.
- Article 7.26 (b) states that **core hours fall between 0700 – 2200** and employees shall schedule themselves.
- Article 7.26 (c) provides for an additional eight (8) hours per three (3) week period can be worked and banked at straight time. Such time must be taken within the following 18 weeks at a mutually agreed time.
- Employees will normally be granted two (2) consecutive days off; and, where work permits, will normally will be on a Saturday and Sunday (Article 7.26 (d)).
- There is no master, provisional, posted and confirmed schedule(s) for this shift option.
- There is no required time off between shifts.

## Option VII - Flex Scheduling

- Flex Scheduling may apply to any Optional Scheduling Arrangement identified in the Collective Agreement (Article 7.27).
- Flex Scheduling allows Employees to start and work during a range of hours. Each nurse working a flex schedule, may vary their beginning and end times of their shifts to suit the Nurse's needs, while ensuring the unit/facility/agency staffing requirements are met.

## Option VIII - Weekend Worker

- The Weekend Worker shift option is the only option which can be initiated by the Employer; however, as per Article 7.28 (a), a full-time, OTFT-RPT or OTFT-JS Employee may request a “weekend only” schedule.
- As per Article 7.28 (a), an Employee working under this option, is scheduled to work every weekend.
- Article 7.28 (b) states that full-time Employees working 8-hour shifts would be scheduled for 28 8-hour shifts. In a six (6) week period, the Employee would work 24 shifts and receive four (4) shifts as paid days off.
- Under Article 7.28 (c), full-time Employees working 12-hour shifts would be scheduled for twelve (12) 12-hour shifts and one (1) 8-hour shift in each four (4) week period similar to the 12-hour shift option under Article 7.21. Of these scheduled shifts, in the four (4) week period, the Employee would work 10 shifts and receive two (2) shifts as paid days off; however, one four (4) week period in every 24-week period (approximately 2x a year), the Employee must work 11 shifts and receive only one (1) shift as paid day off.

*\*See charts below for sample schedules.*

- OTFT Employees receive paid days off prorated to regularly scheduled hours (Article 7.28 (d)).
- Article 7.28 (f) identifies a mechanism to reduce the money received for paid days off if the Employee does not actually work some of her scheduled days for reasons due to sick leave, vacation, etc. or unpaid leaves of absence (LOA).
- Statutory Holidays are to be applied as per Article 16 (as per Article 7.28 (g)). For example, full-time employees, working 8-hour shifts, will receive an additional day off if actual day of stat is worked; full-time employees, working 12-hour shifts, already have an 8-hour stat included in the master schedule.
- Shifts left vacant as a result of implementing the weekend worker option (example – paid days off) should be posted as temporary OTFT.

## Sample 8-Hour Shift Calculations for Weekend Workers (Shift Option VIII)

The following charts identify the number of shifts worked and paid days off for a full-time Employee and an OTFT Employee in consecutive six-week periods for 8-hour shifts:

**REMINDER:** As per Article 7.28 (a), an Employee working under this option, is scheduled to work every weekend.

### 1. Full-time Employee = Scheduled for TWENTY-EIGHT (28) eight (8) hour shifts in a six (6) week period. Converts to:

Shifts worked = 24 – 8-hour shifts in 6-week period

Paid days off = 4 – 8-hour shifts in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	24	24	24	24	24	24
8-hour shifts paid days off	4	4	4	4	4	4

### 2. Other Than Full-time- Regular Part Time

#### a) Letter of Appointment = Scheduled for TWENTY-SEVEN (27) eight (8) hour shifts in a six (6) week period. Converts to:

Shifts worked = 23 – 8-hour shifts in 6-week period

Paid days off = 4 – 8-hour shifts in 6-week period

*With every 6th 6-week period:*

Shifts worked = 24 – 8-hour shifts in 6-week period

Paid days off = 3 – 8-hour shifts in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	23	23	23	23	23	24
8-hour shifts paid days off	4	4	4	4	4	3

**b) Letter of Appointment = Scheduled for TWENTY-SIX (26) eight (8) hour shifts in a six (6) week period. Converts to:**

Shifts worked = 22 – 8-hour shifts in 6-week period

Paid days off = 4 – 8-hour shifts in 6-week period

*With every 3rd 6-week period:*

Shifts worked = 23 – 8-hour shifts in 6-week period

Paid days off = 3 – 8-hour shifts in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	22	22	23	22	22	23
8-hour shifts paid days off	4	4	3	4	4	3

**c) Letter of Appointment = Scheduled for TWENTY-FIVE (25) eight (8) hour shifts in a six (6) week period. Converts to:**

Shifts worked = 21 – 8-hour shifts in 6-week period

Paid days off = 4 – 8-hour shifts in 6-week period

*With every other 6-week period:*

Shifts worked = 22 – 8-hour shifts in 6-week period

Paid days off = 3 – 8-hour shifts in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	21	22	21	22	21	22
8-hour shifts paid days off	4	3	4	3	4	3

**d) Letter of Appointment = Scheduled for TWENTY-FOUR (24) eight (8) hour shifts in a six (6) week period. Converts to:**

Shifts worked = 21 – 8-hour shifts in 6-week period

Paid days off = 3 – 8-hour shifts in 6-week period

*With every other 6-week period:*

Shifts worked = 20 – 8-hour shifts in 6-week period

Paid days off = 4 – 8-hour shifts in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	21	20	21	20	21	20
8-hour shifts paid days off	3	4	3	4	3	4

**e) Letter of Appointment = Scheduled for TWENTY-THREE (23) eight (8) hour shifts in a six (6) week period. Converts to:**

Shifts worked = 20 – 8-hour shifts in 6-week period

Paid days off = 3 – 8-hour shifts in 6-week period

*With every 3rd 6-week period:*

Shifts worked = 19 – 8-hour shifts in 6-week period

Paid days off = 4 – 8-hour shifts in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	20	20	19	20	20	19
8-hour shifts paid days off	3	3	4	3	3	4

- f) Letter of Appointment = Scheduled for TWENTY-TWO (22) eight (8) hour shifts in a six (6) week period. Converts to:**

Shifts worked = 19 – 8-hour shifts in 6-week period

Paid days off = 3 – 8-hour shifts in 6-week period

*With every 6th 6-week period:*

Shifts worked = 18 – 8-hour shifts in 6-week period

Paid days off = 4 – 8-hour shifts in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	19	19	19	19	19	18
8-hour shifts paid days off	3	3	3	3	3	4

- g) Letter of Appointment = Scheduled for TWENTY-ONE (21) eight (8) hour shifts in a six (6) week period. Converts to:**

**Shifts worked = 18 – 8-hour shifts in 6-week period**

Paid days off = 3 – 8-hour shifts in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	18	18	18	18	18	18
8-hour shifts paid days off	3	3	3	3	3	3

**h) Letter of Appointment = Scheduled for TWENTY (20) eight (8) hour shifts in a six (6) week period. Converts to:**

Shifts worked = 17 – 8-hour shifts in 6-week period

Paid days off = 3 – 8-hour shifts in 6-week period

*With every 6th 6-week period:*

Shifts worked = 18 – 8-hour shifts in 6-week period

Paid days off = 2 – 8-hour shifts in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	17	17	17	17	17	18
8-hour shifts paid days off	3	3	3	3	3	2

**i) Letter of Appointment = Scheduled for NINETEEN (19) eight (8) hour shifts in a six (6) week period. Converts to:**

Shifts worked = 16 – 8-hour shifts in 6-week period

Paid days off = 3 – 8-hour shifts in 6-week period

*With every 3rd 6-week period:*

Shifts worked = 17 – 8-hour shifts in 6-week period

Paid days off = 2 – 8-hour shifts in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	16	16	17	16	16	17
8-hour shifts paid days off	3	3	2	3	3	2



- j) Letter of Appointment = Scheduled for EIGHTEEN (18) eight (8) hour shifts in a six (6) week period. Converts to:**

Shifts worked = 15 – 8-hour shifts in 6-week period

Paid days off = 3 – 8-hour shifts in 6-week period

*With every other 6-week period:*

Shifts worked = 16 – 8-hour shifts in 6-week period

Paid days off = 2 – 8-hour shifts in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	15	16	15	16	15	16
8-hour shifts paid days off	3	2	3	2	3	2

- k) Letter of Appointment = Scheduled for SEVENTEEN (17) eight (8) hour shifts in a six (6) week period. Converts to:**

Shifts worked = 15 – 8-hour shifts in 6-week period

Paid days off = 2 – 8-hour shifts in 6-week period

*With every other 6-week period:*

Shifts worked = 14 – 8-hour shifts in 6-week period

Paid days off = 3 – 8-hour shifts in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	15	14	15	14	15	14
8-hour shifts paid days off	2	3	2	3	2	3

**l) Letter of Appointment = Scheduled for SIXTEEN (16) eight (8) hour shifts in a six (6) week period. Converts to:**

Shifts worked = 14 – 8-hour shifts in 6-week period

Paid days off = 2 – 8-hour shifts in 6-week period

*With every 3rd 6-week period:*

Shifts worked = 13 – 8-hour shifts in 6-week period

Paid days off = 3 – 8-hour shifts in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	14	14	13	14	14	13
8-hour shifts paid days off	2	2	3	2	2	3

**m) Letter of Appointment = Scheduled for FIFTEEN (15) eight (8) hour shifts in a six (6) week period. Converts to:**

Shifts worked = 13 – 8-hour shifts in 6-week period

Paid days off = 2 – 8-hour shifts in 6-week period

*With every 6th 6-week period:*

Shifts worked = 12 – 8-hour shifts in 6-week period

Paid days off = 3 – 8-hour shifts in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	13	13	13	13	13	12
8-hour shifts paid days off	2	2	2	2	2	3

- n) Letter of Appointment = Scheduled for FOURTEEN (14) eight (8) hour shifts in a six (6) week period. Converts to:**

Shifts worked = 12 – 8-hour shifts in 6-week period

Paid days off = 2 – 8-hour shifts in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	12	12	12	12	12	12
8-hour shifts paid days off	2	2	2	2	2	2

- o) Letter of Appointment = Scheduled for THIRTEEN (13) eight (8) hour shifts in a six (6) week period. Converts to:**

Shifts worked = 11 – 8-hour shifts in 6-week period

Paid days off = 2 – 8-hour shifts in 6-week period

*With every 6th 6-week period:*

Shifts worked = 12 – 8-hour shifts in 6-week period

Paid days off = 1 – 8-hour shift in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	11	11	11	11	11	12
8-hour shifts paid days off	2	2	2	2	2	1

- p) Letter of Appointment = Scheduled for TWELVE (12) eight (8) hour shifts in a six (6) week period. Converts to:**

Shifts worked = 10 – 8-hour shifts in 6-week period

Paid days off = 2 – 8-hour shifts in 6-week period

*With every 3rd 6-week period:*

Shifts worked = 9 – 8-hour shifts in 6-week period

Paid days off = 1 – 8-hour shift in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	10	10	9	10	10	9
8-hour shifts paid days off	2	2	1	2	2	1

**q) Letter of Appointment = Scheduled for ELEVEN (11) eight (8) hour shifts in a six (6) week period. Converts to:**

Shifts worked = 9 – 8-hour shifts in 6-week period

Paid days off = 2 – 8-hour shifts in 6-week period

*With every other 6-week period:*

Shifts worked = 10 – 8-hour shifts in 6-week period

Paid days off = 1 – 8-hour shift in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	9	10	9	10	9	10
8-hour shifts paid days off	2	1	2	1	2	1

**r) Letter of Appointment = Scheduled for TEN (10) eight (8) hour shifts in a six (6) week period. Converts to:**

Shifts worked = 9 – 8-hour shifts in 6-week period

Paid days off = 1 – 8-hour shift in 6-week period

*With every other 6-week period:*

Shifts worked = 8 – 8-hour shifts in 6-week period

Paid days off = 2 – 8-hour shifts in 6-week period

	1 <sup>st</sup> 6-week period	2 <sup>nd</sup> 6-week period	3 <sup>rd</sup> 6-week period	4 <sup>th</sup> 6-week period	5 <sup>th</sup> 6-week period	6 <sup>th</sup> 6-week period
8-hour shifts worked	9	8	9	8	9	8
8-hour shifts paid days off	1	2	1	2	1	2

## Sample 12-Hour Shift Calculations for Weekend Workers (Shift Option VIII)

The following charts identify the number of shifts worked, and paid days off, for full-time and OTFT Employees in six (6) consecutive four (4) week periods for 12-hour shifts:

**REMINDER:** As per Article 7.28 (a), an Employee working under this option, is scheduled to work every weekend.

### 1. Full-time Employee: Scheduled for TWELVE (12) –11.78-hour shifts + 1-8-hour shift in a 4-week period. Converts to:

Shifts worked = 10 – 11.78-hour shifts and 1 – 8-hour shift in 4-week period

Paid days off = 2 – 11.78-hour shifts in 4-week period

*With every 6th 4-week period*

Shifts worked = 11 – 11.78-hour shifts and 1 – 8-hour shift in every 6th 4-week period

Paid days off = 1 – 11.78-hour shift in every 6th 4-week period

**NOTE:** There are thirteen (13) 4-week blocks in a year.

- Twelve (12) times a year, the 8-hour shift is a scheduled Stat Off.
- Once a year, the 8-hour shift must be worked; however, the Employer usually schedules education on those days. This usually occurs in June as no actual statutory holiday occurs in June.

	1 <sup>st</sup> 4-week period	2 <sup>nd</sup> 4-week period	3 <sup>rd</sup> 4-week period	4 <sup>th</sup> 4-week period	5 <sup>th</sup> 4-week period	6 <sup>th</sup> 4-week period
11.78-hour shifts worked plus 1- 8- hour shift	10 plus 1- 8- hour shift	10 plus 1- 8- hour shift	10 plus 1- 8- hour shift	10 plus 1- 8- hour shift	10 plus 1- 8- hour shift	11 plus 1- 8- hour shift
11.78-hour shifts paid days off	2	2	2	2	2	1

## 2. Other Than Full Time – Regular Part Time

- a) **Letter of Appointment: Scheduled for ELEVEN (11) extended shifts in 4-week period. Converts to:**

Shifts worked = 9 – 11.78-hour shifts in 4-week period

Paid days off = 2 – 11.78-hour shifts in 4-week period

*With every 3rd 4-week period:*

Shifts worked = 10 – 11.78-hour shifts in 4-week period

Paid days off = 1 – 11.78-hour shift in 4-week period

	1 <sup>st</sup> 4-week period	2 <sup>nd</sup> 4-week period	3 <sup>rd</sup> 4-week period	4 <sup>th</sup> 4-week period	5 <sup>th</sup> 4-week period	6 <sup>th</sup> 4-week period
11.78-hour shifts worked	9	9	10	9	9	10
11.78-hour shifts paid days off	2	2	1	2	2	1

- b) **Letter of Appointment: Scheduled for TEN (10) extended shifts in 4-week period. Converts to:**

Shifts worked = 9 – 11.78-hour shifts in 4-week period

Paid days off = 1 – 11.78-hour shift in 4-week period and

*Alternate with:*

Shifts worked = 8 – 11.78-hour shifts in 4-week period

Paid days off = 2 – 11.78-hour shifts in 4-week period

	1 <sup>st</sup> 4-week period	2 <sup>nd</sup> 4-week period	3 <sup>rd</sup> 4-week period	4 <sup>th</sup> 4-week period	5 <sup>th</sup> 4-week period	6 <sup>th</sup> 4-week period
11.78-hour shifts worked	9	8	9	8	9	8
11.78-hour shifts paid days off	1	2	1	2	1	2

**c) Letter of Appointment: Scheduled for NINE (9) extended shifts in 4-week period.**

**Converts to:**

Shifts worked = 8 – 11.78-hour shifts in 4-week period

Paid days off = 1 – 11.78-hour shift in 4-week period

*With every 3rd 4-week period:*

Shifts worked = 7 – 11.78-hour shifts in 4-week period

Paid days off = 2 – 11.78-hour shifts in 4-week period

	1 <sup>st</sup> 4-week period	2 <sup>nd</sup> 4-week period	3 <sup>rd</sup> 4-week period	4 <sup>th</sup> 4-week period	5 <sup>th</sup> 4-week period	6 <sup>th</sup> 4-week period
11.78-hour shifts worked	8	8	7	8	8	7
11.78-hour shifts paid days off	1	1	2	1	1	2

**d) Letter of Appointment: Scheduled for EIGHT (8) extended shifts in 4-week period.**

**Converts to:**

Shifts worked = 7 – 11.78-hour shifts in 4-week period

Paid days off = 1 – 11.78-hour shift in 4-week period

*With every 6th 4-week period:*

Shifts worked = 6 – 11.78-hour shifts in 4-week period

Paid days off = 2 – 11.78-hour shifts in 4-week period

	1 <sup>st</sup> 4-week period	2 <sup>nd</sup> 4-week period	3 <sup>rd</sup> 4-week period	4 <sup>th</sup> 4-week period	5 <sup>th</sup> 4-week period	6 <sup>th</sup> 4-week period
11.78-hour shifts worked	7	7	7	7	7	6
11.78-hour shifts paid days off	1	1	1	1	1	2

**e) Letter of Appointment: Scheduled for SEVEN (7) extended shifts in 4-week period.**

**Converts to:**

Shifts worked = 6 – 11.78-hour shifts in 4-week period

Paid days off = 1 – 11.78-hour shift in 4-week period

	1 <sup>st</sup> 4-week period	2 <sup>nd</sup> 4-week period	3 <sup>rd</sup> 4-week period	4 <sup>th</sup> 4-week period	5 <sup>th</sup> 4-week period	6 <sup>th</sup> 4-week period
11.78-hour shifts worked	6	6	6	6	6	6
11.78-hour shifts paid days off	1	1	1	1	1	1

**f) Letter of Appointment: Scheduled for SIX (6) extended shifts in 4-week period.**

**Converts to:**

Shifts worked = 5 – 11.78-hour shifts in 4-week period

Paid days off = 1 – 11.78-hour shift in 4-week period

*With every 6<sup>th</sup> 4-week period:*

Shifts worked = 6 – 11.78-hour shifts in 4-week period

Paid days off = none

	1 <sup>st</sup> 4-week period	2 <sup>nd</sup> 4-week period	3 <sup>rd</sup> 4-week period	4 <sup>th</sup> 4-week period	5 <sup>th</sup> 4-week period	6 <sup>th</sup> 4-week period
11.78-hour shifts worked	5	5	5	5	5	6
11.78-hour shifts paid days off	1	1	1	1	1	0

**g) Letter of Appointment: Scheduled for FIVE (5) extended shifts in 4-week period.**

**Converts to:**

Shifts worked = 4 – 11.78-hour shifts in 4-week period

Paid days off = 1 – 11.78-hour shift in 4-week period

*With every 3<sup>rd</sup> 4-week period:*

Shifts worked = 5 – 11.78-hour shifts in 4-week period

Paid days off = none

	1 <sup>st</sup> 4 week period	2 <sup>nd</sup> 4 week period	3 <sup>rd</sup> 4 week period	4 <sup>th</sup> 4 week period	5 <sup>th</sup> 4 week period	6 <sup>th</sup> 4 week period
11.78-hour shifts worked	4	4	5	4	4	5
11.78-hour shifts paid days off	1	1	0	1	1	0



## Tips for Checking Schedules

- a) Ensure there are the correct number of shifts in a row for the appropriate shift option.
- b) Ensure weekends off are scheduled correctly and the schedule adheres to the same definition of weekend as the Local uses.
- c) Check to ensure each employee has been scheduled for two (2) consecutive days off.
  - For 12-hour shifts, be aware of the change from Nights to Days.
  - For 8-hour shifts, be aware of the change from Evenings to Days.
  - Refer to point #4 under **General Rules** on page 11.
- d) Be aware of the day of the week the night shift **actually begins**.
  - Is the Employee scheduled to work “Thursday” night but begin their shift at 2300 on Wednesday or start their shift at 2300 on Thursday and work most of the shift on Friday?
  - Refer to point #6 A and B under **General Rules** on page 12.
- e) Make note of any Duty to Accommodates (DTA) which must be included. If the DTA ends, the line returns to the normal rotation.
- f) Make note of any anomalies that might be specific to this unit or schedule.
- g) Determine that all OTFT guaranteed hours are met. SUN staff (EROs) would not have this information. This area must be checked at the local level or must be given to the ERO.
- h) When the rotation repeats at the end of 6-week or 4-week master, and reverts to the start of the rotation, be sure to check the schedules are still contract compliant when moving from one 4 or 6-week rotation block to the next block (eg: not too many shifts in a row or not too many weekends).

## Items To Note When Changing From 8-hour to 12-hour Rotation

- a) In addition to ensuring the rotation is contract compliant, you will need to ensure OTFT schedules “contain” the equivalent number of hours as guaranteed by their Letters of Appointment.
- b) The total number of hours in an 8-hour rotation may not be exactly equal when converted to a 12-hour rotation.

The principle is that guaranteed hours may be “rounded up” to make an additional 12-hour shift but no hours can be eliminated, as that would constitute a lay off.

Example: Position A is 40 hours or five (5) 8-hour shifts. In order to schedule in a 12-hour rotation, the hours can be (or *will need to be*) “rounded up” to 48 hours to allow for four (4) 12-hour shifts.

- c) An Employee should not work more than **fifty-six (56)** hours without a day off during the changeover from 8 to 12-hour shifts at the time of implementation.
- d) All articles of the contract shall apply during the changeover unless waiving is done as stipulated in the contract.

## APPENDIX

Sample Forms

Sample Ballots



# SAMPLE - PRO FORMA LETTER

## RE: SHIFT OPTIONS

The Employer and the Local of the Union have agreed, pursuant to Articles 7.19 and 7.20 of the Collective Agreement, to implement the shift option(s) indicated below on the unit(s) identified below:

UNIT	OPTION
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

SIGNED ON BEHALF OF THE  
EMPLOYER

---

---

SIGNED ON BEHALF OF THE LOCAL

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---

  
DATE

*Download or print an official copy of the form from the SUN Leadership section of the website:  
<http://sun-nurses.sk.ca/sun-leadership>*

# SAMPLE - PRO FORMA LETTER FOR TERMINATION OF SHIFT OPTION

## TERMINATION OF SHIFT OPTION FOR LOCAL RECORDS

Date: \_\_\_\_\_ Local: \_\_\_\_\_

Unit: \_\_\_\_\_

We have conducted a vote on the ward/unit/facility/agency and we were unable to implement or continue the Shift Option.

\_\_\_\_\_ shift option terminated because:

The following reason or reasons apply:

1. Voting ratio did not meet SUN provincial criteria \_\_\_\_\_
2. Inability to develop a workable schedule. \_\_\_\_\_
3. Lack of cooperation from management. \_\_\_\_\_
4. Other \_\_\_\_\_

**\*\***The Local should keep a copy of this letter for their files.

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***Download or print an official copy of the form from the SUN Leadership section of the website:  
<http://sun-nurses.sk.ca/sun-leadership>***

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## SAMPLE - VOTERS CHECK-OFF LIST

**Check off which option(s) you are prepared to work.**

[illegible]

**Download or print an official copy of the form from the SUN Leadership section of the website:**  
<http://sun-nurses.sk.ca/sun-leadership>

# SAMPLE BALLOTS

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*Download or print an official copy of the appropriate ballot(s)  
from the SUN Leadership section of the website: <http://sun-nurses.sk.ca/sun-leadership>*

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## Extended Shift - 12-hour (12hr, combination or rotation) Ballot

### Mark one with an "X"

**I agree** with the unit/facility/agency  
going on the extended shift option(s).

☐

**I disagree** with the unit/facility/agency  
going on the extended shift option(s).

☐

## 10-hour Ballot

### Mark one with an "X"

**I agree** with the unit/facility/agency  
going on the 10-hour shift.

☐

**I disagree** with the unit/facility/agency  
going on the 10-hour shift.

☐

## Self-Scheduling Ballot

### Mark one with an "X"

**I agree** with the unit/facility/agency  
going to self-scheduling.

☐

**I disagree** with the unit/facility/agency  
going to self-scheduling.

☐



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***Download or print an official copy of the appropriate ballot(s)  
from the SUN Leadership section of the website: <http://sun-nurses.sk.ca/sun-leadership>***

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### **Field Hours Ballot**

**Mark one with an "X"**

**I agree** with the unit/facility/agency  
going to field hours.

☐

**I disagree** with the unit/facility/agency  
going to field hours.

☐

### **Flex Scheduling Ballot**

**Mark one with an "X"**

**I agree** with the unit/facility/agency  
going to flex scheduling.

☐

**I disagree** with the unit/facility/agency  
going to flex scheduling.

☐

### **Weekend Worker**

**Mark one with an "X"**

**I agree** with the unit/facility/agency  
going to weekend workers.

☐

**I disagree** with the unit/facility/agency  
going to weekend workers.

☐





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