

TYPE:	Employment-Related
TITLE:	Employee Wellness Flex Time
NO.:	EMPL-310
RESPONSIBILITY:	Chief Administrative Office + Associate Vice-President, Human Resources
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	October 2020
REVISED DATE(S):	
REVIEW DATE:	October 2023

1. Introduction

Durham College is committed to providing opportunities to enhance the health and well-being of its employees and reduce or eliminate lifestyle-related issues that affect the employee's health and work productivity. This is a voluntary program supporting scheduling flexibility to include physical fitness during the workday.

2. Purpose

The purpose of this policy is to provide a supportive environment that encourages employees to adopt healthy behaviours, improve job performance, increase work satisfaction and improve physical and, as a result, mental well-being.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. Employee wellness flex time provides full-time, benefits-eligible employees, who would not otherwise have flexibility during the work day, the ability to extend their lunch period by 30 minutes up to three (3) times a week for participation in physical exercise and fitness activities.
- 4.2. The 30 minutes of wellness flex time is to be used in conjunction with the employee's one (1) hour lunch period. A manager may use their discretion to approve the use of flex time at an alternate time of day where they deem that use in conjunction with the lunch hour is not operationally feasible.

- 4.4. Employees who participate in the wellness flex time program will work their regularly scheduled number of hours in a day, with a modified start or end time in order to make up the time of the extended lunch period. For example, an employee who regularly works 7 hours per day from 8:00am-4:00pm, may work from 8:00am-4:30pm with a lunch break from 12:00-1:30pm on flex time days.
- 4.5. Each semester (fall, winter and spring/summer) of participation, employees must confirm approval and weekly work schedule with their immediate supervisor via email, a minimum of 2 weeks prior to participation in the program.
- 4.6. Managers may identify peak service periods during the year when employee participation in wellness flex time will not be possible.
- 4.7. Misuse of the opportunity to participate in wellness flex time will result in withdrawal of the approval to participate.

5. Procedure

- 5.1. To apply for participation in wellness flex time, the employee will submit a written request to the immediate supervisor via email specifying the requested weekday(s) and time(s), as well as the type of physical activity(s). Any deviations from the approved schedule must be approved in advance by the immediate supervisor.

6. Roles and Responsibilities

- 6.1. Immediate supervisors are to make reasonable efforts to accommodate requests for participation in the program. Approval may be denied based on the operational needs of the department; if the employee is already participating in a flexible work schedule; or, if there are outstanding performance and/or attendance issues. If a request to participate is denied, the supervisor will indicate the reason(s) for the denial.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

None.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.

10. Related forms, legislation or external resources

- None.