



Responsible Unit	Human Resources
Last Reviewed/Updated	28 May 2024
Approving Sector Head	Vice-President, Finance & Administration and CFO
Policy	4-Day Work Week 2024 Summer Pilot

PURPOSE

Acadia University appreciates the dedication and hard work that our employees demonstrate in their roles. We also understand that employees often face challenges such as juggling work, family, and life-related issues. To demonstrate our continued commitment in supporting our employees, we are offering eligible employees to participate in a 4-day Work Week (4DWW) 2024 Summer Pilot.

SCOPE

This pilot is applicable to Staff employees whose job duties and responsibilities are suitable for a 4DWW.

DEFINITION

A 4DWW 2024 Summer Pilot is not a compressed work schedule but rather reduced hours. For a full-time staff member working a standard 35 hours per week, the 4DWW would involve working 28 hours over a 4-day week with a day off during the work week.

ELIGIBILITY - ALL ELIGIBILITY CONDITIONS MUST BE MET:

- Employee suitability. The work and the responsibilities of the position can be completed without causing disruption to employee performance and deliverables, efficiency, productivity, timeliness, and level of service can be maintained.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the position is appropriate for a 4-Day Work Week.

Compensation, Benefits and Work Status:

The following are guidelines for the 4DWW 2024 Summer Pilot:

- An employee's compensation, benefits, work status, and work responsibilities will not change due to a 4DWW work schedule.
- Vacation will not be deducted for the day off, as part of the 4DWW.
- 4DWW days cannot be banked for days off in the future.

Work Schedule:

Department supervisors will have the flexibility to arrange the 4-day work week i.e. rotate days off in order for offices to remain open or close offices on a specific day.

4-Day Work Week 2024 Summer Pilot Schedule

The University plans to implement this pilot effective June 1 – August 16, 2024, however, certain departments may be approved for an alternate time period based on the best interest of the University.