



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

ADMINISTRATIVE PROCEDURE – 300-1

Right to Disconnect from Work

Area: Human Resource Services
Policy Reference: Right to Disconnect from Work (PO300)

Approved: May 9, 2022 (Interim)
Revised:

1. Purpose

The purpose of this administrative procedure is to provide a framework to support the right of employees to disconnect from work by significantly reducing the practice of work-related communications after-hours, including emails, telephone calls, video calls or the sending or reviewing of other messages.

2. Definitions

Nil

3. Procedures

- 3.1 All employees should avoid sending work-related communications after hours (between the hours of 6:00 p.m. to 7:00 a.m. Monday to Friday and all-day Saturday and Sunday) unless the matter can be reasonably constituted as an emergency or a significant event that calls for immediate action.
- 3.2 All emergencies that call for immediate action after hours will be sent using the term “URGENT”.
- 3.3 Under normal circumstances, employees will not be expected to engage in work-related communications after hours, during their scheduled vacation time or while on leave.
- 3.4 Notwithstanding 3.3 above, certain employees/employee groups may have alternate work hours or be required to be available in accordance with their job description or collective agreements/terms and conditions.

- 3.5 All employees must turn on their out-of-office notifications and change their voicemail messages, when on vacation or during Board designated non-working days.
- 3.6 The Director of Education or designate(s) shall annually send communication to parents/guardians that encourages communication during the workday and that such communication to staff will not receive a response after hours.
- 3.7 A copy of this administrative procedure shall be provided to all new employees within thirty (30) days of the date of employment.
- 3.8 Any changes to this administrative procedure will be communicated to all employees within thirty (30) days of any such changes.

4. Sources

- 4.1 Bill 27, the Working for Workers Act 2021
- 4.2 Ontario Employment Standards Act 2000

5. Appendices

Nil

6. Related Policies and Administrative Procedures

- 6.1 Right to Disconnect from Work Policy (PO300)