



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

POLICY – 300

Right to Disconnect from Work

Area: Human Resource Services
Source: Superintendent of Human Resource Services

Approved: May 9, 2022 (I); January 16, 2023
Revised:

1. Introduction

This policy is informed by the Employment Standards Act 2000, as amended by the Working for Workers Act 2021.

2. Definitions

Nil

3. Purpose

The purpose of this policy 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.

4. Application / Scope

This policy applies to all employees of the Board.

5. Principles

5.1 The Board believes that:

5.1.1 uninterrupted time away from work improves an employee's physical and mental well-being; and

5.1.2 work-related communication should be avoided after-hours.

6. Requirements

- 6.1 The Director of Education, or designate, shall issue administrative procedures to support this policy and amend them thereafter as the need may arise.
- 6.2 The Director of Education, or designate supervisor will establish hours for work-related communications. This may vary depending on specific agreements with employees, as to employee work hours or requiring an employee to be available for emergencies.
- 6.3 The Director of Education, or designate will establish protocols for out-of-office notifications for vacation or Board designated non-working days.
- 6.4 A copy of this policy and related administrative procedures shall be provided to all new employees within thirty (30) days of the date of employment.
- 6.5 Any changes to this policy or the related administrative procedure will be communicated to all employees within thirty (30) days of any such changes.

7. Sources

- 7.1 [Bill 27, the Working for Workers Act 2021](#)
- 7.2 [Ontario Employment Standards Act 2000](#)

8. Related Policies and Administrative Procedures

- 8.1 [Right to Disconnect from Work Administrative Procedure \(AP300-1\)](#)