

# HEU Local Guide



## TIPS AND TRICKS FOR REGULAR HOUR ROTATIONS

- Regular rotations consist of 8-hour shifts (7.5 paid hours) or shorter.
- When building or reviewing a rotation full time positions should not decrease.
- The part time full time equivalent (FTE) can increase but not decrease.
- If there are vacancies or additional funding full time positions can increase, and part time positions can decrease. If this is the case, contact your HEU representative.
- Statutory holidays for full time positions should be built into the rotation, unless members are scheduled off on calendar statutory holidays.
- The regular work week is 37.5 paid hours.
- The total yearly hours of a full time employee is 1,950.
- There are 117 days per year (104 days + 13 paid stat holidays) that must be scheduled as days off.
- There is a maximum of thirteen (13) 6-day work blocks permitted (45 paid hours).
- The rolling 8 rule is:
  - two consecutive days off in an 8 day period
  - the count starts on the first shift after two days off
  - the two days off resets the work week and the count starts again
- If a shift or paid hours exceeds 45 hours in an 8 day period, then overtime is triggered.
- There must be 12 hours off between shifts.
- Full time positions cannot have more than two shift types in a 6 day period. For example:
  - working 3 day shifts and two evening shifts is ok (DDDEE)
  - working two days, two evenings, one night is not ok (DDEEN)

## **ROTATION QUESTIONS**

- Ask if there are float positions and if so, how are they utilized?
- If the baselines are uneven, question it.
- If baselines change on statutory holidays, ask what the statutory holiday management process is.
- Query if there are DTA or personal circumstance considerations.