

CUPE Employees Spring Break Minutes 2019-2020

10 Month Employees
(School Term)

12 Month Employees

Less Than 7 Hours

8 minutes a day added to schedules of employees less than 7 hours (completed this summer).

7 Hours Employees

All other 10 month employees will work 25 hours and can choose through:

- Weeks Aug 19-30
- Week March 23-27
- June 26, 2019 admin
- Or a combination of above

**7 Hour Employees
(EAs, SLAs, Career Advisor,
CYCW, ABEAs, Chef Assistants)**

- Can choose the days
- Can choose not to work time - complete sheet
- Choose to work “extra hours” up to 25 hours with approval from supervisors (only 30 employees) and they have to log their time during the pay period worked

Exception
No additional time added to SAS

As well they can choose not to work the days.

Log as:

Time Sheet

	Sunday 02-Sep-2018	Monday 03-Sep-2018	Tuesday 04-Sep-2018	Wednesday 05-Sep-2018	Thursday 06-Sep-2018	Friday 07-Sep-2018	Saturday 08-Sep-2018	Total
Extra Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtime Banked	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtime Paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Draw Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 - 7 Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	0.0	0.0	0.0	0.0	0.0	0.0	0.0	