



# Northeastern Catholic District School Board

## RIGHT TO DISCONNECT FROM WORK

Policy Number: P-19

Authority: INTERIM

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) is committed to ensuring a healthy work and home life balance for all employees. The NCDSB believes that uninterrupted time away from work improves an employee's physical and mental well-being. The NCDSB will 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.

### REFERENCES

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*Employment Standards Act, 2000*

*Working for Workers Act, 2021*

NCDSB Administrative Procedure

APP 019 Right to Disconnect from Work

### DEFINITIONS

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#### **Disconnecting from work**

Not engaging in work-related activities or communications, including emails, telephone calls, video calls or the sending or reviewing of other message, so as to be free from the performance of work.

#### **After-Hours**

Any time between the hours of 6:00 p.m. and 7:00 a.m., Monday to Friday, all day Saturday, Sunday, statutory holidays, and any other Board-designated non-working days (if applicable). This definition may be varied depending on specific agreements with employees, as to employee work hours or requiring an employee to be available for after-hours emergencies.

#### **Out-of-Office Notification**

An automatic response message in email or a voicemail greeting which states, at a minimum, that the employee will be unable to respond to a message until their return to work date of [DATE] and advises who to contact for immediate attention prior to that date.

#### **Regular Hours of Work**

The normal hours of work for the employee as determined by their immediate supervisor and the respective collective agreement, terms and conditions of employment, or employment contract. It is understood that different employees may have different Regular Hours of Work depending on their position with the Board and their work location.

## POLICY REGULATIONS

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- 1.0 The Director of Education, or designate supervisor, will establish hours for work-related communications. This may vary depending on specific agreement with employees, as to employee work hours or requiring an employee to be available for emergencies.
- 2.0 The Director of Education, or designate will establish protocols for out-of-office notifications for vacation or Board designated non-working days.
- 3.0 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.
- 4.0 Any changes to this policy or the related administrative procedure will be communicated to all employees within thirty (30) days of any such changes.
- 5.0 Administrative procedures will accompany this policy, and will be reviewed and amended as required.