



## Policy for Changing Availability at Work

**1. Purpose:** The purpose of this policy is to define the process and guidelines for caregivers who wish to change their availability at work. It ensures that the organization maintains the necessary staffing levels while accommodating individual needs to the extent possible.

**2. Scope:** This policy applies to all caregivers employed by our organization, except those within their 90-day probationary period.

### 3. Definitions:

- **Full-Time:** Eligible for Pacific Blue Cross benefits program.
- **Part-Time:** Not eligible for Pacific Blue Cross benefits program.

### 4. Guidelines:

- Changes in availability must be submitted with a minimum of one month's notice.
- Availability changes right before peak periods such as summer or Christmas holidays may be subject to additional scrutiny and may not be approved.
- Employees changing availability from full-time to part-time will lose eligibility for the Pacific Blue Cross benefits program effective on the date of the availability change.

### 5. Procedures:

#### A. Requesting a Change in Availability:

1. Caregivers who wish to change their availability must complete the designated form.
2. The completed form must be emailed to the Team Leader, Human Resources ([lyndseyd@rysesupportiveservices.ca](mailto:lyndseyd@rysesupportiveservices.ca)), Services Manager ([LynnT@rysesupportiveservices.ca](mailto:LynnT@rysesupportiveservices.ca)), and Payroll ([LisaU@rysesupportiveservices.ca](mailto:LisaU@rysesupportiveservices.ca)) by the 15th of the month preceding the month the change is to take effect.
3. The request must include the reason for the change and any relevant supporting documents.

#### B. Review and Approval:

1. Requests will be reviewed by the Team Leader, Human Resources, Services Manager, and Payroll.
2. Consideration will be given to staffing needs, legal requirements, and the timing of the request in relation to peak periods.
3. The employee will be notified of the decision within 10 working days of the request.

#### C. Implementation and Communication:

1. Approved changes will be updated in the scheduling system.



2. Employees changing from full-time to part-time must be informed in writing of the loss of eligibility for the Pacific Blue Cross benefits program.

**6. Exceptions:** Exceptions to this policy may only be made with written approval from senior management.

**7. Compliance:** Failure to comply with this policy may result in disciplinary action.