

# Short Work Week Agreement

## This is a template for employers and employees

The Department of Community Services makes no representations or warranties regarding this template agreement, but is of the opinion that it is compliant with the Yukon *Employment Standards Act*. The parties to this agreement may wish to obtain independent legal advice to determine if this agreement meets their needs.

Parties are allowed to customize this template to suit their needs so long as changes (additions or deletions) are not contrary to the *Employment Standards Act* and the related regulations.

### If you are considering the implementation of a Short Work Week Agreement the following will be of importance:

- Review Section 11 of the *Employment Standards Act*.
- We suggest the short work week agreement correspond to a two week pay period.
- There are three different options available for the implementation of a short work week agreement.
  1. Collective Agreement
  2. Individual employees
  3. Majority of employees
- Employers are responsible for the monitoring of all short work week agreements and ensuring employees are aware of the implications.

### If you have any questions, contact our office:

Phone: 867-667-5944

Email: [employmentstandards@gov.yk.ca](mailto:employmentstandards@gov.yk.ca)

[www.community.gov.yk.ca/es](http://www.community.gov.yk.ca/es)

## SHORT WORK WEEK AGREEMENT

The employer and the employee(s) of \_\_\_\_\_ (the employer), consent to the implementation of a short work week agreement pursuant to Section 11 of the *Employment Standards Act* under the following conditions:

- Standard hours of work shall not exceed 12 hours per day.
- Any hours worked over 12 hours per day and 80 hours in each two-week period shall be paid at one and one-half the employee's regular rate of pay.
- During a two-week period in which any general holiday occurs, the standard hours will be reduced by 8 hours for each general holiday in that period.
- This agreement shall commence on \_\_\_\_\_ (DD/MM/YYYY).

### To bring a short work week agreement into effect, one of the following documents must be attached:

- Collective Agreement, or
- Signature of each employee affected, or
- Signatures of the majority of the employees agreeing to the implementation of a short work week. A majority is defined as 50% plus 1. If at any time the majority of the employee's signatures are not maintained, this agreement is of null effect.

**NOTE:** Employers using the majority of employees' option must ensure all employees are aware that this will affect them. The date that the employee signed the agreement must be shown opposite the employees printed name and signature.

