

NOTICE OF AVERAGING OF HOURS OF WORK

(Schedule IV of the *Canada Labour Standards Regulations*)

a)	Name of Employer	XXX
b)	Identification of affected employees	TITLES and NUMBER OF WORKERS UNIONIZED?
c)	Location/Workplace	INCLUDE ALL LOCATIONS
d)	Number of weeks in the averaging period	XXX
e)	Overtime applies in the following situations	At the end of each averaging period, overtime will be paid to employees who work hours in excess of the Standard Hours of Work (XXX). (see below)
f)	Standard Hours	The Standard Hours will be reduced by 8 hours for each day in the averaging period which is a day: <ul style="list-style-type: none"> • of leave of absence with pay under subsection 205(2) of the <i>Canada Labour Code</i> (reassignment due to pregnancy); • general or other holiday with pay; or, • that is normally a working day in respect of which the employee is not entitled to regular wages (for example, when an employee is off on unpaid sick leave).
g)	Information to establish that there is an irregular distribution of hours of work that is necessitated by the nature of the work in the industrial establishment	XXX is a general air charter operator. It operates 24 hours a day, 7 days a week, 52 weeks a year, depending on fluctuating and unpredictable client demands. It supports the xxx industries across Canada, including remote areas. Due to the nature of the business, the geographic area in which it operates and related operational reasons (severe weather, mechanical situations, client requests), XXX has an irregular distribution of hours of work.
h)	Reason for the length of the averaging period	XX weeks allows for reasonable distribution of seasonal workloads.
i)	Date the averaging period comes into effect	XXX
j)	Date the averaging of hours ends	XXX (Maximum three years)
k)	Date the notice was posted	XXX (30 days in advance of when it comes into effect)
	<p><i>Note:</i></p> <p>1. This notice is posted in accordance with section 6 of the <i>Canada Labour Standards Regulations</i> which requires that the employer notify affected employees of details of the average of hours of work at least 30 days before the averaging takes effect and also requires that the information contained in this notice remain posted for the duration of the average of hours of work</p>	

Perspective patronale en droit de l'emploi et relations de travail
Labour and Employment Law for Employers

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LABOUR AND EMPLOYMENT LAW'S BEST PRACTICE

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