



POLICY STATEMENT

Disconnecting from Work

Rationale

The Algonquin and Lakeshore Catholic District School Board is committed to creating conditions that support the spiritual, intellectual, emotional, and physical well-being of all members of our faith-filled learning communities.

To this end, and in accordance with the requirements set out under the Employment Standards Act, 2000, as amended from time to time, the Board sets out a policy on disconnecting from work.

Disconnecting from work is defined under the *Employment Standards Act* as “not engaging in work related communications, including emails, telephone calls, video calls, or the sending or reviewing of other messages, so as to be free from the performance of work”. The Board sets out to provide a workplace that allows for employees to disconnect from work, outside of their regular working hours, as currently defined by legislation.

Guiding Principles

- The Board is committed to creating conditions for all members of the ALCDSB to recognize, understand and apply social-emotional learning and mental health skills in all areas of their lives.
- The Board envisions a workplace of collaborative contributors, who find meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
- The Board will continually strive to provide a working environment which provides employees the opportunity for work/life balance.
- The Board believes that all employees should be provided the opportunity to disconnect from work, outside of their normal working hours.
- This policy applies to all employees of the Board. This policy does not limit the provisions and opportunity for on-call and overtime work as defined by the Board’s employment agreements.
- There may be occasions where employees will need to engage in work related communications outside of their regular work hours, such as in cases of emergencies or urgent matters.
- The Board will inform all those working for the ALCDSB of the policy.

References

Bill 27, Working for Workers Act, 2021
Employee Standards Act, 2000
Collective Agreements and Terms of Employment
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Administrative Procedures

Disconnecting from Work H-2022-05-5

Approved: May 10, 2022