

KINGSTON HEALTH SCIENCES CENTRE

ADMINISTRATIVE POLICY MANUAL

Subject: Disconnecting from Work

Number: 12-150

Prepared/Reviewed by: People Services

Page: 1 of 2

Original Issue: 2022.04

Revised: New

Issued by: President & Chief Executive Officer

Introduction

This Policy establishes expectations and responsibilities of KHSC regarding disconnecting from work when staff are not scheduled to work. KHSC recognizes that the ability to disconnect from work is one aspect of promoting positive work-life balance and staff well-being.

Policy

1. The *Employment Standards Act, 2000 (ESA)* establishes employee rights to have periods free from work (such as hours of work, eating period, vacation and public holiday provisions). Where applicable, Collective Agreement/Term and Conditions of work may establish greater entitlements than those set out in the ESA.
2. Consistent with the provisions outlined above, it is expected that all employees disconnect from work during these periods of being free from work, if possible, and especially when on scheduled vacation or other approved leave.
3. Leaders are responsible for knowing and respecting when their employees are disconnecting from work. There may be instances where Leaders are required to contact their employee during such periods, but these instances will be limited, if possible, to emergency situations.
4. As an essential service with 24/7 operations, circumstances may arise where employee are required to be available required to be on call, standby, or otherwise available in emergency situations and/or as a job requirement. For non-management staff, Collective Agreement/Terms and Conditions of work stand-by and call-back provisions apply.
5. It is understood that employees may voluntarily choose to reconnect with work outside of their scheduled working hours (which may include a flexible work hours arrangement where approved) at their own discretion, but that this is not an expectation of KHSC.
6. Nothing in this policy shall be construed in a manner that conflicts with any provision of a Collective Agreement/Terms and Conditions of Work, nor shall this policy be construed in a manner that would entitle employees to a greater right or benefit at law, and/or disentitle employees to additional premium pay or other types of compensation outside of their respective Collective Agreement/Terms and Conditions of Work, as applicable,

Definitions

Disconnecting from Work: not engaging in work-related communications, including but not limited to emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

Emergency situation: a serious, unexpected, or potentially dangerous situation which poses a significant likelihood of risk to health, life, property, or environment and/or which may require immediate action from [a] specific individual[s] and/or skill set[s], such as but not limited to, a Code situation at the Hospital.

Employee: the purpose of this policy includes those directly employed by and on the payroll of KHSC (excluding Medical Residents and other credentialed staff).

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Leader: Management individuals directly supervising the the work of employees including, but is not limited to, Supervisor, Manager, Director, Vice-Presidents, Chief Executive Officers of KHSC.

Vacation: Refers to scheduled vacation time specifically, notwithstanding respective employee entitlement and accrual method, unless specifically stated herein.

Related policies and procedures

CUPE Local 1974 collective agreement

ONA collective agreement

ONA Central collective agreement

OPSEU Central collective agreement

OPSEU Central Local 4106 collective agreement

OPSEU Non-Central Local 4106 collective agreement

OPSEU Ininew Patient Services

OPSEU Local 462 Kingston Central Ambulance Communication Centre

PARO Collective Agreement

PIPSC Collective Agreement

OPAA Collective Agreement

Non-union Terms and Conditions of Work

References

1. *Employment Standards Act, 2000*
2. Ministry of Labour, Training and Skills Development Employment Standards Guide, Chapter:
[Your guide to the Employment Standards Act: Written policy on disconnecting from work | Ontario.ca](#)

Authorizing Signature

Dr. David Pichora
President and Chief Executive Officer