



Title: **DISCONNECTING FROM WORK**

Adopted: June 2022

Reviewed:

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POLICY

It is the policy of the Bloorview School Authority that employees be advised to disconnect from work after hours, unless the matter can reasonably be constituted as an emergency or a significant event that calls for immediate action.

PRINCIPLES

1. Disconnecting from work is important for an individual's wellbeing, and helps employees achieve a healthy and sustainable work-life balance.

BACKGROUND

1. Employers which employ 25 or more employees are required to have a written policy on disconnecting from work in place for all employees. They are also required to provide a copy of the written policy to all employees.
2. The term "disconnecting from work" is defined in the Employment Standards Act to mean not engaging in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages, to be free from the performance of work.
3. The objective of the procedures in this policy is to provide guidelines to eliminate or significantly reduce the practice of work-related communications after hours.

PROCEDURES

1. Employees are advised to disconnect from work after hours, unless the matter can reasonably be constituted as an emergency or a significant event that calls for immediate action.
2. "After-Hours" refers to any time between the hours of 6:00 p.m. - 7:00 a.m., Monday to Friday, all day Saturday, Sunday, statutory holidays, and (if applicable) any other Board-designated non-working days.
3. Where possible, work-related communications should be checked or sent during normal working hours.
4. Some employees may send communications at times which are inopportune for other employees, such as evenings or weekends. The sender should consider the timing of their

communication and potential for disturbance, and the recipient should understand that they will not be expected to respond until their working time recommences (or unless otherwise required and stipulated within the communication per the circumstances as outlined at section 7 of these procedures).

5. Mass e-mails produced for the purpose of providing information as to current or upcoming matters related to the Bloorview School Authority should not be circulated After-Hours. Such e-mails should be delivered during business hours only, to ensure that employees' non-work hours, vacation time, and personal and family life be respected. ("Mass e-mails" refer to electronic mail messages sent to a large number of employees).
6. Employees who are on leave will be given the opportunity to have their name removed from mass email distribution lists.
7. In the ordinary course of business, there will be situations when it is necessary to contact colleagues/clients/customers outside of an employee's normal working hours, including but not limited to:
 - a) Where unforeseeable circumstances may arise;
 - b) To ensure adequate coverage for a given day (Smartfind callouts etc.).
 - c) For health and safety reasons (e.g. COVID cases)
 - d) Where an emergency may arise;
 - e) Where employees voluntarily wish to communicate with one another for work-related purposes outside of their normal working hours; or
 - f) Other business or operational reasons that require contact outside of an employee's normal working hours.
8. The Bloorview School Authority will provide a copy of the written policy to its employees within 30 calendar days of:
 - The policy being approved
 - The policy being changed (if an existing policy is changed)
9. The Bloorview School Authority will provide a copy of the written policy to any new employees within 30 calendar days of the new employee being hired.
10. The Bloorview School Authority may provide the policy to employees as:
 - A printed copy
 - An attachment to an email if the employee can print a copy
 - A link to the document online if the employee has a reasonable opportunity to access the document and a printer (and knows how to use the computer and printer).