



Umbrella Family and Child Centres of Hamilton

STAFF AVAILABILITY - Required Summer Hours

The JK/SK and School-Age Summer Camp Programs operate at full-day sites and will be staffed by employees from their respective locations. Employees may take vacation during the summer as per **Article 30 – Vacation** of the Collective Agreement.

At full-day sites where staffing exceeds enrollment on non-instructional days, including summer, the organization reserves the right to temporarily transfer the least senior staff members to an equivalent position at another full-day location for the duration of the non-instructional period. Every effort will be made to support staff transportation needs. Employees selected for transfer will receive ten (10) days' notice. All JK/SK and School-Age shifts will be scheduled and rotated fairly and equitably within the centre.

All staff must confirm their availability to work between 7:00 a.m. and 6:00 p.m. for up to 7.5 hours.

If you are unable to fulfill these expectations, **please submit your accommodation request** to be considered.

Please submit this form by the due date provided to you by your Program Supervisor and be sure to complete all of the information.

Name: _____ Seniority Date: _____

Current Location: _____ Current Position: _____

Current Hours: _____

Phone Number: _____ Email: _____

RECE: YES NO Food Handler Certificate: YES NO

Accommodation Request:

Staff Signature: _____ Date: _____