



Right to Disconnect #300.27

Adopted:	February 2023
Last Reviewed/Revised:	N/A
Responsibility:	Human Resources Services
Next Scheduled Review:	June 2026

Policy Statement

The Brant Haldimand Norfolk Catholic District School Board (the "Board") recognizes that all staff have a right to disconnect from work outside of the employee's normal working hours. The Board supports and encourages a healthy workplace and work-life balance and therefore is committed to implementing policies and procedures that support the mental health and well-being of all employees. This policy has been established to support employees' right to disconnect from their work outside of their normally scheduled work hours as determined by collective agreements, terms and conditions of employment and employment contracts as applicable.

Application and Scope

This Policy applies to all employees of the Board.

1. Employees have the right to disconnect from their duties and work-related tasks and/or communication outside of assigned working hours without fear of reprisal.
2. Employees are encouraged to set clear boundaries between work and their personal lives.
3. The Right to Disconnect means that employees:
 - Can and should avoid performing their job duties and work-related tasks when they are not expected to work.
 - Are not expected or required to respond to work-related communication outside their regular working hours, while on break, vacation or during any paid or unpaid time off.
 - Should take and use all of their scheduled breaks and time off entitlements for non-work-related activities.
 - Will not face repercussion or be penalized for not communicating or continuing to work outside of their regular working hours.
4. Senior Administration and Principals/Managers/Supervisors will model, encourage, and promote staff disconnection from work outside of normal working hours.
5. All principals/managers/supervisors will respect the non-working hours of staff.
6. Staff are expected to complete their work within their normally scheduled workday, unless there is a requirement for overtime as approved by their immediate supervisor, as prescribed within Collective Agreements, Terms and Conditions of Employment and Employment Contracts.
7. Normal working hours will vary among employee groups within the Board. There may be situations on occasion where it is necessary to contact staff outside of normal working hours, in particular emergency situations and other unforeseeable circumstances.

References

- Bill 27, *Working for Workers Act, 2021*
- *Employment Standards Act, 2000*
- OECTA Secondary Collective Agreement
- OECTA Elementary Collective Agreement
- OECTA Occasional Teacher Collective Agreement
- OSSTF – PSS Collective Agreement



- OSSTF – ESS Collective Agreement
- OSSTF – ECE Collective Agreement
- Elementary and Secondary Principals/Vice-Principals Terms and Conditions of Employment
- Administrative/Non-Union Terms and Conditions of Employment
- [ITS 600.01.P - Electronic Communications and Social Media Use.pdf](#)
- [ITS 600.02.P - Information and Communications Technology Use.pdf](#)

Forms

- N/A

Appendices

- N/A

Definitions

Disconnect From Work: means not engaging in work-related communication, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

Normal Working Hours: refers to the regular work arrangement typically followed by employees in order to fulfill their work responsibilities and/or as set out in collective agreements or terms and conditions of employment as applicable.