

# PLAYGOLF CALGARY

## Management Memo:

### Expected hours of work and holiday day procedure

Golf Season (April 1<sup>st</sup> – Oct 31<sup>st</sup>) - 6 days of week, 8 hour a day minimum average over a week. It is understood that in a management position you are required to work any hours necessary to accomplish the running of your department. A common work would be 50-55 hours. Less than 6 days per week would require the use of a holiday day. It is understood that hours per day may vary ie working a 12 hour day on a busy day then leaving early or coming late on a slow day.

Off Season (Nov 1<sup>st</sup>- March 31<sup>st</sup>) – 5 days a week, hours required per day will be agreed upon at the end of the golf season when an average of weekly hours worked throughout the “Golf Season” is determined. The hours required will be calculated so that over a yearly basis you would average a work week of 44 hours. I.e. An average for each month will be agreed upon taking into consideration the shorter days in the spring and fall, and busy days in peak tournament season, if this equates to a 55 hour per week average for the 7 month Golf Season, which is 11 hours over a 44 hour work week, you would be required to work 29 hours per week in the 5 month “Off Season”. Holiday days would be used to work less than the agreed “Off Season” work week.

Holiday Days – Must be taken in full by March 15<sup>th</sup> of the year following. I.e. holidays acquired from Jan-Dec 2011 must be taken in full by March 15<sup>th</sup> 2012. If you have holiday days remaining by Jan 1<sup>st</sup> you need to show when you are going to take all your days before March 15<sup>th</sup>. This would include any lieu days that you may acquire working stat days through the year.

Any holiday days taken as outlined above must be requested by email to Slade or Scott. Once approved Holly must be updated by email in order to subtract the appropriate days from your total.