

THIS ISSUE

- Menno Home & Apartments
- Block Call-Out Procedure

Block Booking Call-Out Procedure

Filling blocks of shifts is processed in the following manner :

Example: Staff has a 3 week vacation booked off made up of 3 sets of 5 days with 2 days off in between. 5/2, 5/2, 5/2

In this example : 1 block = 3 sets of 5 days

Process to fill the shifts:

1. Staffing calls out full block to casuals first. Casual staff indicates whether they can take the full block or a set. If possible, block is filled by one person. If not possible, block is broken up into sets.
2. Staffing calls out sets to casual staff.
3. Any shifts left over are called out as individual days first to casual staff, then part time staff, then overtime.

Other considerations:

- If the staff does not pick up the call, Staffing will leave a message but will continue calling the next person in seniority.
- If Staffing leaves a message and the person calls back but the shift has been given to another person, the shift goes to the first person who committed to take the shift first.

Agreement made between the Employee's Association of Menno Home and Apartments and the Mennonite Benevolent Society on July 8, 2021.