

Manitoba Core Public Service – Reduced Workweek Plan

General

1. Why am I required to participate in the Reduced Workweek Plan?

COVID-19 has had an unprecedented effect on how we work and live. It has also created significant financial pressures on the province, including in the Manitoba Public Service.

The Manitoba Government and its Unions have agreed that employees will take five (5) unpaid days off by March 12, 2021. These savings are part of a broader government effort to modestly offset the extraordinary additional expenditures associated with our frontline COVID-19 response and recovery efforts while avoiding layoffs.

The approach will also apply to non-unionized employees including managers up to and including Deputy Ministers.

2. Are there employees who are not required to participate in the Reduced Workweek Plan?

Yes. Employees who are not required to participate in the plan include:

- Critical services directly related to COVID-19 pandemic response areas.
- Institutional settings (e.g. correctional facilities, Selkirk Mental Health Centre, Manitoba Developmental Centre).
- Seasonal employees
- Employees who have been approved for five (5) or more days under the 2020/2021 Voluntary Reduced Workweek (VRW) Program*.

*Please note that employees who are currently approved for less than five (5) VRW days will take additional unpaid days to ensure a minimum of at least five (5) unpaid days are taken.

3. How many days off are employees required to take as a result of the Reduced Workweek Plan?

All employees, except those not required to participate in the Reduced Workweek Plan as per question (2), will take a total of five (5) unpaid days off.

Part-time employees will take a pro-rated number of days of work off based on their regular hours of work in relation to full-time employees.

4. When will the Reduced Workweek Plan occur?

Employees may request the five (5) days at a time agreeable to the supervisor and the employee during the current fiscal year up to March 12, 2021. Employees will be approved to take their days off when operational requirements permit.

5. I am very busy at work and I cannot afford to be away for an additional five (5) days. Will I be approved for overtime to ensure the work is completed?

Not in most cases. Departments are expected to manage operations to limit overtime, as they do now with vacation leave and Voluntary Reduced Work week requests.

Impact on Benefits, Pension, Seniority & Salary

6. How will the Reduced Workweek Plan affect my Pension? Group Insurance? Vacation accumulation? Sick time accumulation?

Days taken under the Reduced Workweek Plan are considered as a regular working day and will not have an effect on your pension, group life insurance, vacation accumulation or sick leave accumulation. Employee contributions will continue to be deducted based on regular gross bi-weekly salary.

7. Will this only lower my pay cheque during the pay periods the days are taken off?

No. The unpaid days associated with the Reduced Workweek Plan will be treated similarly to the current VRW program. Pay reductions will be implemented to assist employees by spreading out the financial impact of the Reduced Workweek Plan days over as many periods as possible in this fiscal year rather than having individual pay cheques reduced when the Reduced Workweek Plan days are taken.

8. When will pay reductions occur?

Pay reductions are expected to begin on either July 3, 2020 or July 17, 2020 and will continue for 19 or 20 pay periods up to and including March 26, 2021.

9. How are the pay reductions calculated?

The reduction is calculated using the number of days you are required to take (five (5) or a pro-rated number) and your rate of pay. Should a general pay increase be implemented during this fiscal year, the reduction will be adjusted to reflect your new rate of pay.

10. How much are the pay reductions on each pay cheque?

Please refer to the following chart for approximate deduction estimates for your situation: [Reduced Workweek Deductions](#)

11. How does this apply to employees who are hired, retire or leave their job with the Manitoba Government during the period of the plan?

Newly hired employees will be required to take a pro-rated number of days of unpaid time off based on the portion of the year which they work in relation to full-time employees.

Employees who retire or leave their job will be required to take a pro-rated number of days of unpaid time off before their last day of work. Please contact your Pay and Benefits Consultant for more information.

12. How does this apply to employees on a paid sick leave?

Employees returning to the workplace will be required to take five (5) unpaid days off and will see pay reductions reflected on their salary statements while on paid leave. Employees will need to work with their manager to determine a mutually agreeable time to take those days.

13. How does this apply to employees on a longer unpaid leave of absence (e.g. LTD, Parental Leave)?

Employees returning to the workplace after an extended leave will be required to take a pro-rated number of unpaid days off work based on the portion of the year which they work in relation to full-time employees.

Those who go on an unpaid leave of absence during the plan year may be entitled to a pro-rated adjustment.

Voluntary Reduced Workweek (VRW) program and Reduced Workweek Plan

14. If I have already been approved for VRWs, do I have to take additional days under the Reduced Workweek Plan?

As noted above, all employees will be required to take a total of five (5) unpaid days off (or a pro-rated amount) with the exception of those identified in Question (2). Employees who have already been approved for five (5) or more days through the existing VRW program will not be required to take additional days.

Employees who have been approved for fewer than five (5) days will be required to take the difference in days as part of the Reduced Workweek Plan.

15. Can I cancel any of my previously approved VRWs?

No. Cancellation of VRW days are subject to the existing VRW provisions. There will be no approved cancellations due to the Reduced Workweek Plan. Employees will continue to take VRWs as already approved. Should authorization to cancel any VRW days occur under existing VRW provisions, there is a requirement to maintain at least five (5) unpaid days between the plans.

16. Can I change the dates of previously approved VRW days?

Any changes to your approved VRWs are subject to the approval of your Department.

17. I am excluded from the Reduced Workweek Plan because I have been approved for five (5) or more VRWs. Am I allowed to take additional unpaid days?

Additional days would be requested through the existing VRW program and subject to the approval of your Department based on operational requirements.

18. What is the process for requesting Reduced Workweek Plan days off?

The pay reductions for the five (5) unpaid days (or pro-rated number) will be automatically implemented for all eligible employees.

The Leave Authorization Request Form has been updated with a reduced workweek leave option to assist employees and their supervisors to identify which dates will be used for this purpose. Should departments have other established practices for requesting and approving leave (e.g. email approvals) these practices can continue provided there is agreement to and confirmation of which dates will be used.

- [CSC Intranet - Forms & Templates - Leave Authorization Request Form](#) (docx)
- [CSC Intranet - Forms & Templates - Leave Authorization Request Form](#) (fillable PDF)