

<b>Number:</b>	RHR-229
<b>Title:</b>	Right to Disconnect
<b>Person responsible for enforcement:</b>	Vice-Rector, Administration
<b>Entered into force:</b>	February 23, 2022
<b>Approved:</b>	February 23, 2022 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Objective

The objective of this policy is to promote the well-being of all staff, to minimize excessive sources of stress and to respect the right of every staff member to disconnect from their work outside normal working hours and during a leave.

## 2. Legal Framework

Chapter 35 of the *Statutes of Ontario, 2021*, which amends the *Employment Standards Act, 2000* by creating a new section (VII.0.1), requires that a written policy with respect to disconnecting from work be in place.

## 3. Definition

“Disconnecting from work” means not engaging in work-related communications including, for example, emails, telephone calls, video calls or the sending or reviewing of other messages.

## 4. Regulation

4.1 Every staff member shall disconnect from work and from any work-related tasks or communications outside normal working hours or during a leave, without fear of reprisal.

4.2 Every staff member shall also respect the right of others to disconnect and should not expect their colleagues to respond, communicate or complete their work outside normal working hours or during a leave.

4.3 The University reserves the right on occasion to:

- a) send general communications outside normal working hours to a specific group (e.g., support staff, full-time faculty, part-time professors) or to the community at large, but will strive to ensure that these communications do not require an immediate response; and
- b) communicate with all staff, including members on leave, in the event of unforeseen circumstances or emergencies and in connection with labour relations and administrative issues.