

Leamington Mennonite Home  
Long Term Care & Retirement Residence

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Employment Status	<b>SECTION:</b> E <b>POLICY:</b> 8
<b>DATE:</b> September 2004 <b>REVISION DATE:</b> July 2011	<b>Administrator's Signature:</b> _____	

**EMPLOYMENT STATUS**

**POLICY:**

**Definitions:**

**Full-Time:** Any employee who works on a regularly scheduled 75 hours per bi-weekly pay.

**Part-Time:** An employee who works on a regularly scheduled time of less than 75 hours per bi-weekly pay.

**Casual:** An employee who is not regularly scheduled. They are called in on an as needed basis.

For Unionized Staff – See union contract