



---

Policy #: HR-002  
TITLE: Hours of Work  
Date issued: June 25, 2009  
Date last revised: \_\_\_\_\_  
Authorization: Chief Executive Officer

## 1.0 HOURS OF WORK

It is understood that, given the nature of the positions covered by ISI, standard working hours are not specified and staff are expected to work such hours as are necessary to fulfill the obligations and responsibilities of their position.

Normal operation should be maintained in ISI from 8:30 a.m. to 4:30 p.m. daily – Monday to Friday (except holidays).

If an exceptional basis closure should occur, the Chief Executive Officer will notify all staff to this effect.

## 2.0 REVISION HISTORY

Issued: \_\_\_\_\_

Revised: \_\_\_\_\_