

What are Base Hours and how are they determined?

Annual Base Hours are the hours **that a full-time employee would be required to work/paid for in a given position or job.**

A Collective Agreement or Employment Contract may stipulate the Full-Time base hour for a position. If not, the employer determines the Base Hours for a position.

The Base Hour will be the same for all employees who do the same job/position regardless of full-time, part-time, casual or seasonal status.

The minimum annual base hour allowed under MEBP is:	1560.0	This is 6.0 hours per day x 260* working days (including stats) which is also: <ul style="list-style-type: none"> - 30 hours weekly (30 x 52 pay periods) - 60 hours bi-weekly, (60 x 26 pay periods) - 65 hours bi-monthly (65 x 24 pay periods) - 130 hours per month (130 x 12 pay periods)
The maximum annual Base hours allowed under MEBP is:	2600.0	This is 10.0 hours per day x 260* working days (including stats) which is also: <ul style="list-style-type: none"> - 50 hours weekly (50 x 52 pay periods) - 100 hours bi-weekly, (100 x 26 pay periods) - 108.33 hours bi-monthly (108.33 x 24 pay periods) - 216.67 hours per month (216.67 x 12 pay periods)
The most commonly used Base Hours are:	<div style="text-align: center;">1820.00</div> <div style="text-align: center; margin-top: 100px;">1950.0</div> <div style="text-align: center; margin-top: 100px;">2080.0</div>	<p>This is 7.0 hours per day x 260* working days (including stats) which is also:</p> <ul style="list-style-type: none"> - 35 hours weekly (35 x 52 pay periods) - 70 hours bi-weekly, (70 x 26 pay periods) - 75.83 hours bi-monthly (75.83 x 24 pay periods) - 151.56 hours per month (151.67 x 12 pay periods) <p>This is 7.5 hours per day x 260* working days (including stats) which is also:</p> <ul style="list-style-type: none"> - 37.5 hours weekly (37.5 x 52 pay periods) - 75 hours bi-weekly, (75 x 26 pay periods) - 81.25 hours bi-monthly (81.25 x 24 pay periods) - 162.5 hours per month (162.50 x 12 pay periods) <p>This is 8.0 hours per day x 260* working days (including stats) which is also:</p> <ul style="list-style-type: none"> - 40 hours weekly (40 x 52 pay periods) - 80 hours bi-weekly, (80 x 26 pay periods) - 86.67 hours bi-monthly (86.67 x 24 pay periods) - 173.33 hours per month (173.33 x 12 pay periods)

***Working days per year:** In regular pay year of 52 weeks, there are 260 standard working plus statutory holidays in each pay year. (5 days a week x 52 weeks = 260 days). If job position only has a 4-day work week, the number of working days is 208 (4 days x 52 weeks). **However, minimum Annual full-time Base Hour cannot be less than 1560.0.**

What about leap years?

Each 4th year, a leap year, has one extra day. In most cases this will not affect the number of working days in the payroll year – there is still only 5 working days per pay week and still only 52 pay weeks in a year = 260 days.

Some employers may end up paying 1 or 2 extra days in a leap year. 1 or 2 extra days added/subtracted to a regular year's Annual full time base hours will not have a significant impact on the credit service calculation. Therefore, MEBP does not require employers to adjust the Base Hours for a leap year.

However, as the Base Hours are determined by the employer each year, the employer may choose to adjust the annual base hour for the leap year. The only requirement MEBP has if the employer adjusts the Base Hours for a leap year is (1) the adjustment is made for all positions and (2) the adjusted Base Hours are reported consistently all year – i.e.: Base Hour reported on enrollment forms, separation notices and the yearend report.

Do Base Hours ever change?

YES, there are **3 situations** where a member's Base Hours can change.

1 – If paid bi-weekly and one year has **27 pay periods** rather than regular 26.

2 – If a member changes job positions that have different full time Base Hours. (This is a change in actual job position and is not a change in fulltime to parttime/seasonal/casual status.

3 - A decision is made to change the base hours for all employees in a particular job class/position

For a detailed explanation of Annual Base Hours refer to Part 6 of the Administration Manual on the mebp.ca website