



Recognized Holidays Policy

May 25, 2023

PURPOSE

To provide guidelines for observance of holidays and eligibility for holiday pay.

GENERAL TERMS

This policy applies to all employees active on payroll.

STATUTORY and RECOGNIZED HOLIDAYS

The office is closed each year to observe the following holidays:

1. New Year's Day
2. Family Day
3. Good Friday
4. Easter Monday (non-stat)
5. Victoria Day
6. Canada Day
7. August Civic Day (non-stat)
8. Labour Day
9. National Day for Truth and Reconciliation (non-stat)
10. Thanksgiving Monday
11. Remembrance Day
12. Christmas Day
13. Boxing Day (non-stat)
- 14-16. Christmas Closure Days (non-stat, see below)

CHRISTMAS CLOSURE

The office is closed each year between Christmas Day and New Year's Day (December 25 to January 1 inclusive). All normal work days falling during this week that are not statutory holidays shall be employer-recognized holidays.

WEEKEND STATUTORY HOLIDAYS

If a statutory holiday falls on a Saturday or Sunday, the holiday will be recognized and the office closed on the first Monday following. This arrangement does not apply to non-statutory holidays.

HOLIDAY PAY

When the office is closed for a holiday, you will receive your regular daily wages as "holiday pay."

- To be eligible for holiday pay, the holiday must fall on your normal workday or during your scheduled vacation, AND you must work both the shift immediately before and immediately after the holiday. In other words, you must be continuously employed.
- Employees are not eligible for holiday pay if the holiday occurs during an unpaid leave of absence.

PART-TIME EMPLOYEES

Part-time employees working a regular schedule will be paid for holidays on a prorated basis, determined by the average hours worked, in the pay period where the holiday falls.

IRREGULAR SCHEDULES

If you work an irregular schedule that varies from week to week, your holiday pay will be determined by the average hours worked in the previous two pay periods. Therefore, if you have not worked in the previous two pay periods, you will not be eligible for holiday pay.

WORKING ON A HOLIDAY

If we require you to work on a holiday, you will receive another day-off-in-lieu.

