

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-10

SUBJECT: **STATUTORY HOLIDAY BENEFITS**

SECTION: Personnel

APPLIES TO: All Employees

EFFECTIVE: June 1, 2009

10.1 **PAID HOLIDAY BENEFITS**

Paid Holiday Benefits apply to employees as follows:

10.2

- (a) For regular full-time and regular part-time employees, the following Statutory (public) and Civic holidays are recognized:

New Year's Day	Thanksgiving Day
Good Friday	Christmas Day
Victoria Day	Boxing Day
Dominion (Canada) Day	Labour Day
Family Day	

- (b) For regular full-time and regular part-time employees, the following Non-Statutory Paid Holiday Benefits are recognized:

Civic Holiday (August) Remembrance Day

Two Floating Holidays per year to be scheduled and approved in accordance with the procedures outlined in the Vacation Policy #3-08.

Any Holiday approved and recognized by the Province will be added accordingly.

- 10.3 To be eligible for holiday pay, an employee must have worked his/her scheduled regular day of work preceding and following the holiday; or his/her absence on either of said days must have been prearranged (e.g. lieu day, vacation, etc.) or due to illness substantiated by a medical certificate.

- 10.4 For casual and student employees the following Statutory (Public) holidays are recognized:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Christmas Day
Dominion (Canada) Day	Boxing Day
Family Day	

10.5 Elect to Work Employee

The public holiday provisions *do not apply* to an employee who is employed under an arrangement whereby the employee may elect to work or not when requested.

10.6 To be eligible for holiday pay, a part-time or student employee:

- (a) must have worked his/her scheduled regular day of work preceding and following the holiday; or his/her absence on either of said days must have been prearranged or due to illness substantiated by a medical certificate;
- (b) Having agreed to work the holiday, must do so unless an explanation acceptable to the Department Head is provided.
- (c) Shall be entitled to Statutory Holiday pay as prescribed by the Employment Standards Act.
- (d) Must not be an elect to work employee. (See 10.5)

10.7 If a non-management employee works on a paid holiday as outlined in 10.2 (a) or (b) the following entitlement is paid:

- (a) Payment at the premium rate of two times the employee's regular rate of pay for all hours worked on the holiday as outlined in 10.2 (a)
- (b) Payment at the premium rate of time and one half of the employee's regular rate of pay for all hours worked on the holiday as outlined in 10.2 (b)

And in addition if eligibility criteria as set out in 10.3 or 10.5 is met:

- (c) Where a public holiday falls upon a non-working day for an employee, the employee shall be assigned another normal working day off with pay (not later than the next annual vacation of the employee).

OR

- (d) Where a public holiday falls upon a working day for an employee, with the employee's agreement, another working day off with pay will be assigned; otherwise payment for the holiday must be made.

10.8 If a management employee works on a paid holiday as outlined in 10.2 (a) or (b) the management employee shall be assigned another normal working day off with pay (not later than the next annual vacation of the employee).

10.9 When New Year's Day, Dominion Day, Christmas Day or Boxing Day falls on a Saturday or Sunday, the following Monday shall be, in lieu thereof, deemed the holiday. When Christmas falls on a Saturday or Sunday, the following Tuesday shall be observed as Boxing Day Holiday. When Christmas falls on a Friday the following Monday shall be observed as Boxing Day Holiday.

10.10 **SCHEDULING OF PAID HOLIDAYS**

- (a) There shall be no payouts of unused banked floating holidays at the end of the year.
- (b) If banked floating holidays are not scheduled by October 15th in the year in which they are earned, to be taken by December 31st of the year in which they are earned and no extenuating circumstances exist which prevented the employee from scheduling the banked holidays off, such time shall be scheduled for them by their supervisor to be taken prior to December 31st.