

VILLAGE OF EMPRESS

Title: Paid Holidays	Policy Number:12-07
Effective Date: September 20, 2013	Review Date: November 17, 2016

This policy replaces Policy 2.2 of the personnel policy adopted June 21, 2001

PAID HOLIDAYS

Policy Statement

The Village of Empress recognizes that specific days are legislated as general holidays throughout the year. In addition other days are granted by the Village and recognized as general holidays for the purposes of this policy.

Purpose

This policy outlines the general holidays granted by the Village of Empress and the administration of those holidays.

Responsibilities

In January of every year, the CAO will provide Council and Staff with a list outlining the dates of all General Holidays for the upcoming calendar year, together with the dates that offices will be closed.

General Guidelines

- The calendar day of the general holiday will be observed as the holiday. Should a general holiday fall on a day that the offices are normally closed, the Village will designate the closure of offices for the general holiday on an alternate day.
- Eligible employees shall receive their normal wages for any general holiday. The Employment Standards Code shall determine eligibility.
- In the case of a job share position, all parties concerned shall share the general holiday pay equally.
- If an eligible employee is required to work on a general holiday, the Hours of Work Policy shall apply.

STATUTORY HOLIDAYS:

NEW YEARS DAY - January 1

FAMILY DAY - Third Monday in February

GOOD FRIDAY – the Friday proceeding Easter Sunday. It's a complicated but precise formula that determines the day Easter Sunday is celebrated: It is the first Sunday after the first full moon in spring (after March 21st) which can occur as early as March 22 and as late as April 25.

VICTORIA DAY – Monday preceding May 25th

CANADA DAY – July 1

LABOUR DAY - First Monday in September

THANKSGIVING DAY - Second Monday in October

REMEMBRANCE DAY – November 11

CHRISTMAS DAY – December 25

ADDITIONAL CIVIC HOLIDAYS GRANTED

EASTER MONDAY - Monday following Easter Sunday (banks and government offices only)

HERITAGE DAY – First Monday in August

CHRISTMAS – 5 days in a row inclusive of weekend days, Christmas Day and Boxing Day to allow for travel. Should an employee have to work on a day (other than Christmas), they will be granted time off in lieu at a mutual agreed upon date.

And any other days declared by the Federal, Provincial or Municipal government as civic holidays.