



TOWNSHIP OF SOUTH STORMONT

Title: Public Holidays

Policy Category: Human Resources

Effective Date: May 11, 2022

Policy Statement

Township of South Stormont provides public holiday in line with legislation and best practices.

Purpose

This policy is intended to outline public holiday entitlement for full-time and part-time employees.

Scope

This policy applies to all non-union employees. Unionized employees shall refer to the Collective Agreement.

Objectives

- To communicate to employees their holiday entitlement.
- To provide details on how public holidays are paid.
- To provide details on how an employee is paid if they work on a public holiday.

Policy

Entitlement

The following days shall be designated holidays for all employees as per the *Employment Standards Act*.

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day

- Christmas Day
- Boxing Day

The following additional public holidays are for full-time employees:

- Easter Monday
- Civic Day
- Truth and Reconciliation Day
- Remembrance Day

Full-time permanent employees receive one (1) Float Day. A Float Day shall be taken on a mutually agreeable day to the employee and the Director. Float Day hours are based on the employee's regular work week.

Directors may amend workdays for part-time employees working from the Township's Administrative Office in order to accommodate Township Office closures on public holidays.

In the event that a new statutory holiday is proclaimed by the Federal or Provincial Governments, that day so proclaimed shall become a designated holiday for the purpose of this Policy.

When any of the designated holidays occur on a Saturday or Sunday, the preceding Friday or the following Monday, as determined by the CAO, shall be recognized as the holiday.

Holiday Pay

Full-time employees receive a regular day's pay for the public holiday. All other categories of employees will be entitled to statutory holiday pay as defined in the *Employment Standards Act*.

An employee shall not be eligible for pay for a designated holiday if the employee is not at work on the regular scheduled working day preceding and the regular working day immediately following the designated holiday unless the employee is otherwise approved on leave of absence with pay (i.e. sick leave, bereavement leave, jury duty, vacation).

Any employee on an approved leave of absence without pay including short-term or long-term disability or receiving Workplace Safety & Insurance Benefits shall not be eligible for pay for any designated holiday that falls within the period of such leave.

Work on a Public Holiday

Where a non-statutory holiday falls on a day that requires the employee to work in order to provide necessary Township services, the Director may authorize another workday as the paid day off.

Where a statutory holiday falls on a day that requires the employee to work, the employee can agree electronically or in writing to work on the holiday and be paid:

- public holiday pay plus premium pay for all hours worked on the public holiday and not receive another day off (called a "substitute" holiday);
or
- be paid their regular wages for all hours worked on the public holiday and receive another substitute holiday for which they must be paid public holiday pay.

Monitoring and Compliance

In cases of policy violation, the Township may investigate and determine appropriate corrective action.

Contact

For more information on this policy, contact: Chief Administrative Officer