

| MUNICIPALITY OF WEST ELGIN POLICY MANUAL | | | |
|--|----------------------|-----------------|-----------|
| Chapter: | Human Resources | Index No. | HR-1.7 |
| Section: | Benefits | Effective Date: | Feb 17/98 |
| Subject: | Paid Holidays | Revision Date: | Jan 26/17 |
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1 PURPOSE:

- 1.01 To establish a policy for full-time employees.

2 POLICY:

- 2.01 Full-time employees will be granted the following Statutory Holidays with pay to be calculated at their straight-time rate for the position:
- (a) New Year's Day
 - (b) Family Day
 - (c) Good Friday
 - (d) Victoria Day
 - (e) Canada Day
 - (f) Labour Day
 - (g) Thanksgiving Day
 - (h) Christmas Day
 - (i) Boxing Day
- 2.02 Full-time employees will be granted the following as paid holidays:
- (a) Easter Monday
 - (b) Civic Holiday
 - (c) Remembrance Day
- 2.03 Full-time employees in Public Works, Administration and Water will be granted one-half day paid holiday on December 24th of each year when Dec 24th falls on a work day – Tuesday to Friday and a whole day be granted for December 24th & December 31st when those days fall on a Monday. The Recreation Department will be granted ½ day on December 24 each year as this is scheduled day with Ice Rentals in morning.
- 2.04 Where a paid holiday falls within an employee's vacation period, an extra day off shall be granted at a mutually agreeable time. The additional day shall be taken at a time such that the efficient operation of the Corporation's business is not disrupted.
- 2.05 If called into work on days specified in section 2.01 above, these days will be considered as "Statutory Holiday" for payment of overtime as per Policy HR-4.2
- 2.06 Where a paid holiday (as described in section 2.01 and 2.02) falls on a Saturday or Sunday and this is a non-scheduled working day, the next working day following will be taken off in lieu. These days are not considered "Statutory Holiday" for payment of overtime as per Policy HR-4.2.
- 2.07 To qualify for the above, the *Employment Standards Act* will apply.

3 ADMINISTRATION:

- 3.01 Heads of Department shall ensure this policy is followed.

4 ATTACHMENTS:

- 4.01 None

Council authorization: By-law 98-06
By-law 2010-71
By-law 2011-85
By-Law 2017-08

