

## REGION OF QUEENS MUNICIPALITY

### **Operational Policy No. 18 HOLIDAYS**

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#### **General Statement of Policy**

It shall be the policy of the Region of Queens Municipality to provide time off, at the regular rate of pay, for holidays as outlined below.

#### **Policy Directions**

1. The following days shall be considered holidays for employees in the service of the Region:

New Year's Day

Heritage Day

Good Friday

Easter Monday

Victoria Day

Canada Day

Labour Day

Thanksgiving Day

Remembrance Day

Christmas Day

Boxing Day

Three (3) workdays between Boxing Day and New Year's Day

2. The offices of the Administration Building shall be closed at 1:00 p.m. on December 24<sup>th</sup>.
3. If a holiday falls on a weekend, the holiday will be observed on the following Monday.
4. If a temporary or part-time employee is scheduled to work the day prior to the holiday and the day following the holiday, the employee shall have the time off at his/her regular rate of pay provided that the employee has worked at least fifteen (15) days prior to the holiday and has been employed for at least thirty (30) calendar days. This section shall be checked for minimum standards in the Labour Standards Code.

5. If an employee is on his/her regular paid vacation during the period on which a holiday under this policy falls, he/she shall take the holiday directly following the termination of his/her vacation, or at another date as approved by the Chief Administrative Officer. Any employee who is required to work on a holiday under this policy shall be entitled to a day off (Floater) at a later date.