

Human Resources Policies Designated Holidays and Floating Holidays

Category: **Absence From Work**

Policy Statement	To provide employees with designated days as paid holidays throughout the year and two flexible days of leave.
Application	This policy applies to all non-union employees.
Conditions	<p>Employees are entitled to the following days that are designated as holidays by the City in each year:</p> <ul style="list-style-type: none">• New Year's Day• Family Day• Good Friday• Easter Monday• Victoria Day• Canada Day• Civic Holiday• Labour Day• Thanksgiving Day• Christmas Day• Boxing Day• Remembrance Day (when Remembrance Day falls on a weekday i.e. Monday to Friday) <p>When any of the above named holidays fall on a Saturday or Sunday, (except Remembrance Day), the City designates an alternate day.</p> <p>A designated holiday that occurs during an employee's vacation, is considered a designated holiday and not a vacation day.</p> <p>A designated holiday that occurs during an employee's period of illness, is considered a designated holiday and not a sick day.</p> <p>Employees are eligible for two (2) floating holidays in each calendar year which can be taken at a time that is compatible with the operational requirements of the division in which the employee works.</p>
Implementation	Employees must seek their managers' approval when scheduling their floating holidays.
Salary & Benefits	<p>Employees who are not required to work on designated holidays are paid their regular rate of pay for those days.</p> <p>Employees who are required to work on a designated holiday will be compensated for time worked under the terms of the Lieu Time policy, plus one</p>

day's regular rate of pay or an alternate day off in lieu of the holiday.

Employees who are on acting assignments for three continuous months or more are paid for designated holidays and floating holidays at the compensation rate of their acting positions.

Approved by	City Council
Date Approved	October 3, 2000
Revised	January 29, 2010