



Hastings Highlands Public Library

Area: Human Resources
Policy Title: Statutory Pay
Policy Number: HR-13

Initial Policy Approval Date: September 12, 2016
Last Review:
Year of next review: 2023

All employees of the Hastings Highlands Public Library Board are entitled to a designated number of paid holidays each calendar year. Eligibility is specified below.

PROCEDURE:

- 1) Consult Individual Employee Agreements and the appropriate Collective Agreement for any deviations to this policy.
- 2) The Library Board observes the following as paid holidays for all employees:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	

Plus, any other day proclaimed hereafter by the Federal and Provincial Government is recognized as an additional holiday.

- 3) The following apply to compensation for holidays worked for full time employees:
 - All employees are paid time one (1) and a half ($\frac{1}{2}$) for work performed on the above holidays and in addition shall receive a day off with pay as per the *Employments Standards Act, 2000*.
 - When a holiday falls during a scheduled vacation period, an additional day off with pay is granted. The additional day off may be taken immediately before or after the holiday.
 - No more than four (4) days in lieu of paid holidays are accumulated at any time.
- 4) The following apply to compensation for holidays worked by other than full time employees:
 - All employees other than full- time employees are paid at the rate of time of one (1) and a half ($\frac{1}{2}$) for all hours worked on a paid holiday listed above and in addition shall receive a day off with pay; as calculated in section 6.

- When a holiday falls during a scheduled vacation period, an additional day with pay is granted immediately scheduled before or following the holiday.
 - No more than four (4) days in lieu of paid holidays are accumulated at any time.
- 5) All staff other than full-time employees are compensated for all of the paid holidays not worked based on the *Employment Standards Act, 2000* -pro-rating of twenty (20) work days or four (4) weeks prior to the holiday and must work the scheduled shift preceding and following the holiday.
 - 6) Paid holidays will not accrue or become eligible for payment if an employee is on an unpaid leave of absence (including Workplace Safety and Insurance Benefits) or after a period of thirty (30) consecutive days leave for illness.
 - 7) Where Statutory Holiday falls on a Saturday or Sunday, the Municipality of Hastings Highlands aligns their Statutory Holiday to the following municipal business day.
 - 8) An employee must work the full scheduled shift prior to and following the holiday to receive holiday pay.